

Kay Road Elementary School Testing Plan 2016-2017

Principal: Mrs. Pamela Slocumb(Principal) Principal signature: _____ Date: 8/15/16

Test Coordinator: Mr. David Evatt (Asst. Principal) Test Coordinator signature: _____ Date: 8/15/16

Asst. Test Coordinator: Mrs. Josey Allen (Counselor) Asst. Test Coordinator signature: _____ Date: 8/15/16

School Testing Team:

Name	Role
Pamela Slocumb	Principal/Assurance
David Evatt	Assistant Principal/Testing Coordinator(planning and training)
Carolyn Marcus/LaPrissa Moore	FTE Clerk(verify counts and prepare rosters)
Josey Allen	Assistant Testing Coordinator/Counselor
Terri Moore	Student Services(verify accommodations)
Katrina Stephens	Student Services(verify accommodations)
Yissel Mathison	ESOL(verify accommodations)

Notifications Prior to Testing			
<p>How, when, and where will you notify parents of the upcoming test? Have you planned for needs of parents of ELL students, SWD students, etc.</p>	<p>Who and when will you notify the lunchroom manager, lead custodian, PE teachers, etc. of any needs during testing?</p>	<p>Who will notify Central Office (food service, transportation, facilities) of changes due to the testing schedule to avoid distractions due to maintenance, lawn mowing, etc.</p>	<p>Who will make arrangements and contacts for outside proctors (PTO members, retired teachers, etc.)</p>
<p>Parents will be notified via flyers announcing GA Milestone dates, GA Milestones workshop for parents, teacher newsletters, call outs and announcements on the school website.</p>	<p>Mr. Evatt (Testing Coordinator) will notify all parties involved prior to testing.</p>	<p>Mr. Evatt (Testing Coordinator) will notify Central Office. Once testing calendar is generated, a copy will be sent to food service, transportation, etc. Protecting testing time is a collaborative effort of upmost importance.</p>	<p>Mrs. Allen (Asst. Testing Coordinator) and Parent Coordinator will make arrangements for outside proctors.</p>

RECEIPT AND VERIFICATION OF MATERIALS

Who signs for Materials?	Where are testing materials stored?	Who has access to the test storage area?	What is your policy regarding handling of test materials?
Test Examiners Mr. Evatt -Testing Coordinator Mrs. Slocumb -Principal	Testing materials will be stored in a storage closet in the Data Room closet under secured lock and key.	Principal – Mrs. Slocumb Test Coordinator- Mr. Evatt	All test materials are assembled and boxed by Mr. Evatt and Mrs. Allen. Teachers will count and verify the number of test materials they receive daily.

LOCAL SCHOOL TRAINING				
Who is responsible for training?	When will examiners be trained?	How will examiners be trained?	When will proctors/monitors be trained?	How will proctors/monitors be trained?
Mr. Evatt will be responsible for training. All certified members of our staff grades 3-5 and KK Paraprofessionals will be trained.	Examiners will be trained within 4 weeks of the testing window.	Mr. Evatt will train examiners during their planning and/or after school using the Training Guide Manual provided by GA DOE. One-on-one assistance is provided, if needed or requested. Handouts, PowerPoint presentation and/or Webinars will be used in training.	Proctors/monitors will receive training prior to testing. Training will be conducted from 8:00 – 8:30 each day of testing.	Proctors/monitors will be trained with PowerPoints and/or written guidelines outlining do/don'ts of proctoring.

Support Staff training: Who will be trained custodians, cafeteria staff etc..?	When will support staff be trained?	How will support staff be trained?	What special training do examiners testing students with accommodations receive?	How does the additional training help prevent irregularities?
<p>Custodial staff, cafeteria staff and office staff will be notified of testing and will be trained on what can and can't be done during testing.</p>	<p>Support Staff will be trained/informed 1-2 weeks prior to test by Mr. Evatt.</p>	<p>Mr. Evatt(Testing Coordinator) will train support staff after school using Training Guide Manuel provided by GA DOE and discuss the DO's and DON'T's as it relates to their jobs. One-on-one is provided, if needed or requested.</p>	<p>Mr. Evatt (Testing Coordinator) will meet with examiners and give a copy of testing accommodations to each examiner and review the accommodations component in the Assessment Handbook.</p> <p>Examiners and homeroom teachers will receive copies of student accommodations for students they are responsible for testing.</p> <p>Examiners will receive special ONLINE Administration training.</p>	<p>Examiners know exactly what each student needs (accommodations). Both SPED teachers, small group examiners and HR teachers will receive accommodations to check for accuracy.</p> <p>Teachers will receive a copy of testing accommodations for each student from Mr. Evatt.</p> <p>Training will help students receive correct accommodations.</p>

DISTRIBUTION OF MATERIALS				
How are test materials counted and prepared?	Who prepares testing rosters?	How far in advance are testing rosters prepared?	What are the procedures for students that may have different examiners throughout the test?	What are the procedures for ensuring that students get the correct form/version of the test each day?
<p>Test materials are counted and prepared by Mr. Evatt(Testing Coordinator) with the assistance of Mrs. Allen(Assistant Testing Coordinator).</p> <p>Online Test Tickets and Summary Tickets will be counted and verified by Mr. Evatt and Mrs. Allen.</p> <p>Mr. Evatt will enter ONLINE Accommodations.</p>	<p>Testing rosters are prepared by Mr. Evatt(Testing Coordinator) and (FTE Clerk)</p>	<p>Mr. Evatt (Testing Coordinator) and (FTE Clerk) will begin preparing testing rosters in March.</p>	<p>If an examiner has an unexpected absence, a trained certified personnel staff member will substitute as an examiner. Rosters with the examiner's name will be used.</p>	<p>Teachers will sign a verification sheet daily. Once materials are assigned to a teacher, the teacher verifies the test material making certain what is received is the correct test being administered. Each student will sign a roster that lists his/her book and form # each day. Test administrator and proctor will verify.</p>

What are the check-in and check-out procedures?	What information is required on the check-in and check-out form?	How are the testing bins prepared?	How do examiners get their materials each day?	How are test materials returned each day?
<p>When checking out material, each Test Examiner and Coordinator(Mr. Evatt/Mrs. Allen) will verify the quantity of materials provided to ensure they are adequate for the number of students to be tested. When they check materials in Mr. Evatt/Mrs. Allen verifies the quantities to ensure all test materials are accounted for.</p>	<ul style="list-style-type: none"> *Teacher's Name *Student's Name *Security Checklist# (Book Number) *Day of Week *Received & Returned (Initial) *Teacher Signature *Test Coordinator Signature * # of Test booklets and answer documents received 	<ul style="list-style-type: none"> *Labeled with teacher name/grade *Class Roster *Test Booklets *Answer Documents *No. 2 Pencils *Scratch Paper PRN *Student Absent/Late Form *Daily Testing Schedule *Daily Schedule *Daily note page for monitoring students *Copy of testing accommodations *Copy of the special code list by grade & teacher 	<p>Test Examiners pickup and sign for materials from the Data Room(Art Room) Room 406 each morning at between 7:45 and 8:00. TEACHERS, not proctors, will return material at the end of testing.</p>	<p>Test materials are returned each day by the teacher ONLY at the conclusion of testing. Signature verification of materials is required.</p>

TEST ADMINISTRATION				
How do you ensure that examiners and proctors are not in the classroom with their own children or grandparents?	How do you assure that students get their appropriate accommodations?	How do you ensure that all instructional materials are removed from the wall prior to testing?	What is your plan for examiners that may need assistance during testing?	How do you plan to make sure that student answer documents and Check-out forms have the correct form number?
Examiners and proctors are assigned to classrooms in advance. This gives enough time for Mrs. Allen and Mrs. New to verify there are no relatives proctoring other relatives. Proctors have to fill out an information sheet listing all relatives at school.	Mr. Evatt attends all IEP meetings and SPED case managers update accommodations located on GOOGLE DRIVE, ESOL teacher (Mrs. Mathison will provide a copy of testing accommodations for ESOL students-TPC). Mrs. Allen will provide 504 accommodations. IEP's, ELL TCP'S and 504 accommodation pages are used to verify student accommodations.	Administrators (Mrs. Slocumb and Mr. Evatt) check all rooms prior to testing.	Proctors are used to assist examiners. Hall monitors are utilized on each hall also. If there is an emergency, examiners will signal hall monitors to address the need and hall monitor will report to Administrator. A certified person will be in the room at all times.	Students, teachers, and Mr. Evatt(Testing Coordinator) all verify to make sure information is correct against the state issued sheets.

How do you ensure that examiners and proctors walk around the testing area routinely?	What things have the examiners and proctors been trained to look for while monitoring testing?	Who is in charge of reporting and investigating testing irregularities?	How examiners are trained on the proper procedures for “read aloud” accommodations?	How are accommodations for students verified?
<p>Hall monitors, Mrs. Slocumb (Principal), Mr. Evatt(Assistant Principal/Testing Coordinator) and Mrs. Allen(Assistant Testing Coordinator) will be continuously monitoring during the test.</p>	<p>Students sleeping, students not actively engaged, and <i>making sure students mark answers in the correct section.</i></p>	<p>Mr. Evatt (Testing Coordinator) will be notified by anyone who notices any irregularities. Mr. Evatt will then notify Mrs. Slocumb and District Testing Coordinator, Mrs. Marshall. Each person involved MUST write a written report of the incident. District Coordinator will notify State Department.</p>	<p>ALL READ ALOUD Accommodations will be administered by ONLINE READER unless student is unable to test on computer.</p> <p>Each teacher will receive student testing accommodations.</p> <p>Teachers will receive training and Testing Examiners Manual to read over specific directions in advance.</p>	<p>Mr. Evatt attends all IEP meetings and SPED case managers update accommodations located on GOOGLE DRIVE, ESOL teacher (Mrs. Mathison will provide a copy of testing accommodations for ESOL students-TPC). Mrs. Allen will provide 504 accommodations.</p> <p>IEP’s, ELL TCP’S and 504 accommodation pages are used to verify student accommodations.</p>

DURING TESTING				
How do you verify that testing protocols are being followed in the testing site?	How do you handle late arrivals on testing days?	How do you handle emergencies during testing?	What are the school guidelines on staff members being in the building after hours while the tests are in the building?	How will you verify that testing materials counts match at the end of the testing session?
Monitors, proctors, Mr. Evatt, Mrs. Allen and Mrs. Slocumb are continuously monitoring hallways and classrooms.	Late arrivals are held in the media center until after testing and will make-up missed portion in the afternoon or on another make-up day.	Teachers will report to Mr. Evatt (Testing Coordinator), Mr. Evatt(Testing Coordinator) will report to Mrs. Slocumb (Principal) and county testing coordinator.	Tests are locked in the Data Room Closet under lock and key at all times. No one is allowed in the Data Room Closet. The door will be locked at all times. Mrs. Slocumb (Principal) and Mr. Evatt (Testing Coordinator) are the only two people with keys to the Data Room Closet	Check in and checkout process matches, teachers and Mr. Evatt(Testing Coordinator) sign and verify.

AFTER TESTING				
How will you systematically identify students who need make up tests?	What is your process for picking up testing materials following testing each day?	How do you ensure that materials are secured promptly upon the completion of testing each day?	How do you ensure test security while in route from school to system?	How do you maintain testing confidentiality before, during and after testing?
Attendance is taken daily by each teacher. Teachers have to fill out an absentee form daily and post on door for TC or designee to collect.	Test Examiners return materials to the Data Room. Proctors will supervise the students while the testing material in being turned-in.	Materials are locked in storage closet in the Data Room # 406. The closet door will be locked at all times.	Boxes are taped for security. Mr. Evatt (Testing Coordinator) will take tests to the Central Office or someone from Central Office will pick up from school. Mr. Evatt (Testing Coordinator) will sign verification form.	Training Sessions. Teachers complete the Test Security Information Form.

COMMUNICATING TEST INFORMATION AND TESTING RESULTS				
How are parent/students notified of results?	How do you ensure that test results are filed in the permanent record in a timely manner?	What information is provided to parents prior to testing?	What are the procedures for (high school & middle school) students that return to school to test?	How are students returning to test notified of procedures?
Letters will be sent home for all students participating in testing. Profile reports will be sent home when available.	Homeroom teachers will place test results in and label(if available) on student cumulative record folder.	GA Milestones parent workshop will be held to help parents help their child succeed on the GA Milestones. Parents have access to the Standards being taught and are given access to ONLINE Practice Tests. www.ctb.com/ga		

<p>How are parents/students notified of remediation and retest opportunities?</p>	<p>How are parents/students notified of possible variance/waiver (high school) eligibility or retention appeals (elementary and middle school)?</p>	<p>How is standardized test score data distributed to teachers and analyzed?</p>	<p>How is standardized test score data analyzed to guide decisions for your school improvement plan?</p>	<p>How is standardized test score data analyzed to make decisions regarding effectiveness of instructional programs?</p>
<p>Letters and telephone calls.</p>	<p>Parents receive a letter and administrator calls to schedule meeting between the parents, teachers and administrators.</p>	<p>Each teacher is given a copy of their students test scores. A copy is also placed in each student's cumulative folder. Leadership Team will work with Administrators to analyze data.</p>	<p>Results are disaggregated by domain and subgroups. Those results determine our charted course of action. Data drives instruction. Leadership Team will work with Administrators to analyze data.</p>	<p>Grade level teams meet to analyze data and discuss student work. The domains that are problematic are targeted to guide instruction to build strength.</p> <p>Teachers complete an analysis and Action Plan to include identifying bottom 40%.</p> <p>Data is also used to identify students for EIP.</p>