



Peach County High School
Testing Plan-2018 - 2019



The GaDOE has notified districts to convey the need for a written local school testing plan. Though we know that we have procedures in place at each school, many schools may not have a formally written testing plan. Below you will find an outline to help you develop the local school testing plan for the school year. Please develop the local school plan with guidance from the outline below and from your administrative team. The local school testing plan should be kept on file and accessible to any district personnel. Please see the addendum for Peach Content Assessments (PCA) procedures

Principal: Dr. Ken Hartley

Principal signature:

Date:

Test Coordinator: Stephen Boyd

Test Coordinator signature:

Date:

Assistant Test Coordinator: Chandra Thomas

Assistant Test Coordinator signature:

Date:

Assistant Test Coordinator: Rodney Hester

Assistant Test Coordinator signature:

Date:

School Testing Team:

Name	Role
Dr. Ken Hartley	Principal (Assurance)
Stephen Boyd	Testing Coordinator (Plan and Train)
Chandra Thomas and Rodney Hester	Assistant Testing Coordinator (Plan and Train)
Dorothea Aaron	Student Services (Plan and verify accommodations and Small group rosters)
Shanique Caldwell, Chandra Thomas and Sherry Hatchett	Counselor (Plan, verify rosters, and file student results in permanent records)
Debra Gibbs	FTE Clerk (Prepare Rosters)
Deana Carlson	Assistant Testing Coordinator Trojan Academy (LSA) (Plan and Coordinates)
Pam Bouyer and Pennie Wade	Testing Team Assistants (Mail and File student results, class central office, and locate students for testing.)



Peach County High School
Testing Plan-2018 - 2019



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>On the PCHS website, two weeks prior to testing there will be an announcement about testing.</p> <p>There will be an announcement sent to Mrs. Mason and the parent coordinator for PCHS to send to community groups, and newspaper.</p> <p>There will be an announcement sent to parent coordinator to send to the parent email list.</p> <p>An announcement will be given to Mrs. Baldwin for parent call out.</p> <p>Ms. Parker will translate all correspondents sent to Spanish speaking parents.</p> <p>Ms. Aaron, will collaborate with Director of Student services.</p> <p>The counselors will send letters home to parents with report cards and progress reports.</p> <p>Teachers will notify parents of PCA testing with the course syllabus.</p>	<p>Mr. Boyd or Chandra Thomas will notify lunchroom manager of lunch changes two weeks in advance.</p> <p>*It is the goal of the testing committee to ensure all testing is complete before first lunch.</p>	<p>Mr. Boyd or Chandra Thomas will notify central office of changes due to the testing schedule to avoid distractions. Ms. Pam Bouyer will also assist in notifying central office of testing.</p> <p>There will be a help ticket for Mr. Ben Maddox for transportation. Mr. Maddox will need to transport students from LSA to Peach County High School for testing.</p> <p>There will be a help ticket for Mr. Daryl Hawkins to make sure no grass will be cut during scheduled testing.</p> <p>There will be a help ticket for Ms. Matosha Grant if there are changes in the food services. A follow up email will be sent to the PCHS food manager as well.</p>	<p>Mr. Boyd and Chandra Thomas will contact outside proctors as necessary for testing.</p> <p>Mr. Boyd will also collaborate with Mrs. Marshall to use proctors for the system wide proctor list.</p>



RECIPT 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?
Mr. Boyd will sign for testing materials. In my absence, Mrs. Chandra Thomas and Mr. Hester will sign for testing materials.	Testing materials will be stored in the closet in the STEM Academy office. Calculators will be in the STEM Office.	Mr. Boyd and Dr. Ken Hartley, principal of Peach County High School.	Only the testing team will count and place materials in testing bins. Mr. Boyd, Deana Carlson, Chandra Thomas, Dorothea Aaron, and Mr. Hester.

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. Boyd	A week prior to testing. September 4, 2018 (ETA) Georgia Milestone Mid-Month Training (Counselors) October 10, 2018 PSAT Training (Counselors, Student Services Teachers, and Instructional Facilitators) October 10, 2018 Georgia Milestone Mid-Month Training November 13, 2018 Georgia Milestones Mid-Month Training January 14, 2019 Write Score and Georgia Milestone Training	Mr. Boyd will use a PowerPoint from district testing coordinator to train examiners. Examiners and proctors will receive a memo of Do's and Don'ts have to sign. Examiners and select proctors will sign the code of ethics for assessment. All documents will be on file in the PL room.	Proctors and monitors will be trained with examiners, if applicable. One week prior to testing, proctors will also be trained by system test coordinator.	Proctors and monitors will be trained with the system test coordinators PowerPoint. The proctors and monitors will receive a Do's and Don'ts memo to sign.



Peach County High School
Testing Plan-2018 - 2019



	<p>*February 12, 2019 Georgia Milestones Mid-Month (Counselors and Student Services Teachers)</p> <p>March 12, 2019 Georgia Milestones Mid-Month Training (Counselors and Student Services Teachers)</p> <p>April 5, 2019 Georgia Milestones Spring EOCs and PCAs (All Teachers, and Counselors)</p> <p>April 19, 2019 AP Testing Training</p> <p>June 11, 2019 Georgia Milestone EOC (Select Teachers and Counselors)</p>			
<p>Support Staff training: Who will be trained custodians, cafeteria staff etc..?</p>	<p>When will support staff be trained?</p>	<p>How will support staff be trained?</p>	<p>What special training do examiners testing students with accommodations receive?</p>	<p>How does the additional training help prevent irregularities?</p>
<p>Dr. Ken Hartley will train support staff.</p> <p>Custodian: Should not use vacuum cleaners or loud machinery during testing.</p> <p>Secretaries: Should not use the intercom system or allow late students in the testing area.</p>	<p>July 27, 2018</p>	<p>The support staff will view the DOE testing PowerPoint and sign a memo of do's and don'ts'. Custodian: Should not use vacuum cleaners or loud machinery during testing.</p> <p>Secretaries: Should not use the intercom system or allow late students in the testing area.</p>	<p>During the examiners training meeting, student services examiners will receive a copy of the students' accommodation spreadsheet.</p> <p>Student services examiners will be reminded of the read aloud rules and extra time regulations.</p> <p>Mr. Boyd will review the guidelines for oral reading of Test items to students with disabilities in the Examiner's manual. (Pages 30 & 31)</p>	<p>This will ensure student receive the correct accommodations and prevent the examiner from having testing irregularities.</p> <p>Examiners will have access to the student's accommodations on the Accommodation spreadsheet. This will be placed in the Examiner's testing bin.</p>



Peach County High School
Testing Plan-2018 - 2019



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>The testing materials will be counted and prepared by the testing team before testing.</p> <p>When examiners other than the testing team are used. Examiners will also count and sign off of materials received and returned.</p> <p>The system coordinator will count materials along with school coordinator to verify counts.</p>	<p>Mr. Boyd and Debra Gibbs</p> <p>Verified by Chandra Thomas, Sherry Hatchett, and Shanique Caldwell</p> <p>Dorothea Aaron (Student Services)</p>	<p>Testing rosters will be prepared at least two or three weeks in advance.</p>	<p>The testing team wants to keep the same examiner with students for a long duration of testing.</p> <p>For retesting the counselors will be the examiners and the counselor will sign material in and out daily as they test students.</p> <p>For larger test administrations, grade level advisors will administer the test.</p> <p>Georgia Milestones EOC Testing will be given by all certified teachers.</p>	<p>The testing team will review the students' enrollment date in the ninth grade.</p> <p>A testing tracker spreadsheet has been created by the school testing coordinator to ensure students receive the correct form/version of the test.</p> <p>The school testing coordinator and academic coach will reference the Students Longitudinal Data System (SLDS)</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 test materials are returned each day?
<p>Georgia Milestone EOC (Spring) Test will be checked out to test examiner (Teachers)</p> <p>Examiners will sign a sign in and out form for test.</p> <p>School test coordinator will check in test after testing and sign test in on the same form examiners.</p>	<p>Students signature</p> <p>Examiners are required to put the check-out time and check in times.</p> <p>Examiners are also required to initial and sign for testing materials.</p> <p>School test coordinator signs in materials.</p>	<p>By the testing roster for each content area.</p> <p>The testing team also reviews the re-roster list for the DOE.</p> <p>The testing team also reviews the testing tracking spreadsheet.</p>	<p>Examiners sign for the materials the morning of testing.</p> <p>Examiners pick up materials from the testing station the morning of testing.</p>	<p>At the conclusion of testing, the examiners bring the testing bin to the testing station to be checked in by the school testing coordinator or designee.</p> <p>Mr. Hester and Chandra Thomas</p>



Peach County High School
Testing Plan-2018 - 2019



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?
Review the names of the students on the roster and the names of the examiners. Examiners are not from the content area being tested.	Collaboration with student service facilitator and careful review of IEPs and spreadsheet created to double check accommodations of students. The case manager will complete an accommodation spreadsheet for each student receiving an accommodation for testing.	The testing team will do a walk-through of testing environments to make sure classrooms are clear of materials.	There will be a proctor on each hall. If a teacher needs assistance they can step to the door to motion for a proctor.	When materials are returned have teachers double check form numbers. When examiners are trained have, the trainer will reinforce the fact that examines should check for from numbers.
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?
The testing team will monitor classrooms by walking by the testing environments to make sure examiners and proctors are walking around the classroom.	Making sure students are putting their answers in the correct section. Making sure students keep their eyes on their own paper. No electronic devices	The examiner is in charge of reporting the testing irregularities to the school testing coordinator. The school's testing coordinator and principal are responsible for investigating the irregularities and notifying the system's test coordinator.	The student service facilitator has trained the student service teacher on how to read aloud the test to student. Teachers are selected for special content areas for their skills of read aloud to students. The school test coordinator explains how the accommodation spreadsheet works. The school test coordinator also reviews the guidelines for oral reading of testing items to students with disabilities.	By student's IEPs and collaboration with the student services facilitator.



Peach County High School
Testing Plan-2018 - 2019



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?
Monitor the testing site by walking and checking classroom.	Late arrivals will be placed in a central location until they can make up the test. Students arriving late cannot enter the testing area.	Examiners will be trained to record the time of the incident to allow students to make up test. Examiners will quickly collect materials and follow emergency procedures. Examiners will notify the testing coordinator to documents incident.	Testing material must remain in a secure locked area when tests are not in use. The alarm system has also been coded to see who is in the building after hours.	The examiner sign in and out sheet matches the school test and system coordinator test count sheet. The examiner will also sign the test security sheet.
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?
The examiner will be given a make-up sheet each day of testing. During training examiners will be asked to place students who are absent on the make-up roster.	The testing team will collect materials after each test and sign materials back into bins.	By having the testing team collects material after testing. The time will be recorded and the school's test coordinator will also sign in materials.	The system test coordinator will bring testing materials to the school's testing coordinator. Ask that the person delivering test notify testing coordinator when testing materials arrive from the system testing coordinator. The system test coordinator has a security checklist that documents materials being released to schools.	By keeping the handling of test materials limited to the testing team. Review the code of ethics with educators about the importance of test security. Have examiners and proctors compliance form on testing security. Professional ethics



Peach County High School
Testing Plan-2018 - 2019



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?
<p>Mail results with reports (2nd and 4th Nine weeks)</p> <p>School wide webpage: Alert to parents that Georgia Milestones EOC, GHS GT, or GHSWT results are back.</p> <p>Parent email alert.</p> <p>Also scores will be attached to a legal school document (e.g. report cards, progress reports).</p> <p>Students are called by counselor to receive scores.</p>	<p>At the end of the second and fourth nine weeks have advisors place the stickers on the permanent records of students.</p> <p>The testing team, Mrs. Wade, and Ms. Bouyer will file student test scores in permanent records.</p>	<p>Parents are notified of tutorial or remedial schedules.</p> <p>Parents are notified of testing dates.</p> <p>Parents are given online resources for students.</p> <p>The parent resource center host workshops on testing.</p>	<p>Students need to register for test two weeks prior to testing.</p> <p>Students need to bring a valid ID</p>	<p>There is an online registration form with instructions on how to register and take the test.</p> <p>Mrs. Mason will send a copy of the registration form to the newspaper.</p>
How are parents/students notified of remediation and retest opportunities?	How parents/students are notified of possible variance/waiver (high school) eligibility or retention appeals (elementary and middle school)?	How is standardized test score data distributed to teachers and analyzed?	How is standardized test score data analyzed to guide decisions for your school improvement plan?	How is standardized test score data analyzed to make decisions regarding effectiveness of instructional programs?



Peach County High School
Testing Plan-2018 - 2019



<p>Counselors send out information to students about tutoring opportunities.</p> <p>The school's website has tutorial information.</p> <p>Letters are sent to students as well.</p>	<p>Upon request, parents are given the guidelines for completing variance/waiver.</p> <p>Testing coordinator is working on a form to place on school's website.</p>	<p>Teachers receive scores from the school's testing coordinator or the instructional facilitator.</p> <p>Teachers will analyze data during collaborative planning meetings.</p>	<p>The instructional facilitators will work with teachers during content planning to use scores to improve instruction.</p> <p>The data will be used to structure increased learning time. Teachers can work with groups of students to improve test scores.</p> <p>Students will be grouped by domain weakness.</p>	<p>The scores are used to reflect on what instructional practices yielded the results to see what worked for students.</p>
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Testing Locations			Examiners
All Mid-Month EOCs	Building A	Stem Office	Counselors/Mr. Boyd
All EOCs/Other Tests	Building B	Rooms 64-80	Teachers
PSAT	Building B	Rooms 64-80	Counselors and Student Service Teachers
Summer EOCT	Building A	Rooms 3-9	Select Teachers and Counselors



Peach County High School PCA Procedures

1. Teachers should report to the STEM Academy Office at 7:00 AM on the morning of testing to pick up the PCA folder.
2. Teachers will count student copies and sign the material out on the appropriate sign out sheet.
3. Teachers will pick up a student signature sheet and make up sheet for each instructional period the assessment is given.

Collect all Cell Phones and Electronic Devices from Students. Please inform students that you will return the cell phone or electronic device at the end of the class period.
4. Administer the PCA during the appropriate instructional period.
5. Teachers will have each student print their name, sign their name and write down their test number on the signature form.
6. Please count all testing materials before students leave the testing environment.
7. Please record all students name that need to make up assessments, and write down any testing irregularities.
8. At 3:30 PM teachers will return student test copies, student signature sheets, and make up sheet to Mr. Boyd or Designee. The materials will be counted and recorded on the Sign In and Out sheet.
9. Teachers will then grade the student test and record the score on the progress monitoring spreadsheet. Teachers using Scranton should also do an item analysis to help with the table of specification. Teachers using Grade Cam bubble sheets as the answer document please print and item analysis as well.
10. If PCAs are needed again, teachers should follow the same procedures on day two of testing. Remember that all data will be entered into infinite campus as well.
11. Make up PCAs will be given by the teacher of record. Please make the appropriate arrangements to pick up testing materials when students need to make up a pre assessment.

***Please remember to take up all cell phones and secure the testing environment.
Students do not write on copies.***

The Teacher's signature indicates that he/she has received the PCA Procedures for the 2017-2018 school year. The teacher will take up all electronic devices and secure the testing environment as prescribed by the SLO Teacher Assurances.