



## Byron Elementary School Testing Plan



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.

Principal: Mr. Keith Lauritsen

Principal signature: *Keith Lauritsen*

Date: 5-16-2017

Test Coordinator: Mr. Brandon Hall

Test Coordinator signature: *Brandon Hall*

Date: 8-16-2017

Asst Test Coordinator: Mrs. Judith Smith

Asst Test Coordinator signature: *Judith Smith*

Date: 8-16-2017

**School Testing Team:**

Recommended members – FTE Clerk, Student Services case worker (verify accommodations), Counselor, detail oriented person to help verify counts, etc.

Name	Role
Keith Lauritsen	Assurance
Brandon Hall	Testing Coordinator (Plan, Train, Verify counts)
Judith Smith	Assistant Testing Coordinator & FTE Clerk (Verify counts, prepare rosters, and issue testing materials)
Ruth Langlois, Stephanie Tukes-Manuel, Allison Wheeler, and LaNessia Miller	Student Services (Verify Accommodations); ESOL (TPC Plans); and 504s

LaNessia Miller	Counselor (Arrange and Train Proctors)
-----------------	--

Notifications Prior to Testing			
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.	Who and when will you notify the lunchroom manager, lead custodian, PE teachers, etc. of any needs during testing?	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.	Who will make arrangements and contacts for outside proctors (PTO members, retired teachers, etc.)
<p>Parents will be notified via flyers announcing Georgia Milestones and Georgia Milestones workshops for parents, teachers, newsletters, website, and call outs by Mr. Hall (Assistant Principal).</p> <p>On the BES website, one month prior to testing there will be an announcement about testing.</p> <p>An announcement will be given to Mr. Hall for parent call out.</p>	<p>Mr. Hall (Assistant Principal) will notify all parties involved two weeks before testing.</p>	<p>Mr. Hall (Assistant Principal) 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.</p>	<p>Mr. Hall (Assistant Principal), Mrs. Miller (Counselor) and Parent Coordinator will make arrangements for outside proctors.</p>

<p>There will be an announcement sent to Mrs. Diane Mosby to send to parent email.</p> <p>There will be an announcement sent to Mrs. Mason to send to community groups and newspaper.</p> <p>Mrs. King (ESOL Teacher) will translate all correspondents sent to Spanish speaking parents.</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?
<p>Test Examiners Test Coordinator Asst. Test Coordinator</p>	<p>Testing materials are stored in Room 111 which has a secured dead bolt lock.</p>	<p>Keith Lauritsen (Principal) Brandon Hall (Test Coordinator)</p>	<p>All test materials are assembled and boxed by Mr. Brandon Hall &amp; Mrs. Judith Smith. Teachers will count and verify the number of test materials they receive daily.</p>

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?	Who will be trained?	When will support staff be trained?
Mr. Brandon Hall	Examiners will be trained one to two weeks before the test.	Mr. Hall will train using PowerPoint, archive webinars, handouts or memos.	Proctors and monitors will be trained at a BES Proctor Training and prior to testing administration at the school level.	Proctors and monitors will be trained using PowerPoint & memos by the school level Testing Coordinator or the district level Testing Coordinator.	Support Staff training: Who will be trained custodians, cafeteria staff etc..?	Custodial and Office Staff will be trained one to two weeks before the test by Mr. Hall.
Custodial and Office Staff will be trained.	Custodial and Office Staff will be trained one to two weeks before the test by Mr. Hall.	Mr. Hall will conduct a meeting with the Support Staff to go over do's & don'ts of testing as it relates to their job.	Mr. Hall will review the accommodations component of the Assessment Handbook. Examiners will receive a copy of student accommodations for students they are responsible for	Examiners know what accommodations each student needs. This will eliminate student incorrect accommodations. They will receive a copy of		

			testing.	testing accommodation for each student from Mr. Hall and Central Office.
<b>DISTRIBUTION OF MATERIALS</b>				
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?
Test materials are counted by Mr. Hall and Mrs. Smith (FTE Clerk). Test materials are prepared by Mr. Hall.	Testing rosters are prepared by Mr. Hall and Mrs. Smith (FTE Clerk).	Testing Coordinator and FTE Clerk will begin preparing testing rosters in March.	If an examiner has an unexpected absence, a certified pupil personnel staff member will substitute as an examiner. Rosters with examiner's name will be used.	Teachers have to sign verification sheet daily. Once materials are assigned to a teacher, the teacher verifies the test material making certain what is received is the test being administered.
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>Teachers verify tests when they check materials out and Mr. Hall and Mrs. J. Smith verify tests when teachers check them in.</p>	<p>Teacher's Name Student's Name Security Checklist# (Book Number) Day of Week Received &amp; Returned (Initial) Teacher Signature Test Coordinator Signature</p>	<ul style="list-style-type: none"> <li>* Labeled with teachers name &amp; grade</li> <li>* Class Roster</li> <li>* Test Booklets</li> <li>* Answer Documents</li> <li>* Testing Manual</li> <li>* No. 2 Pencils</li> <li>* Scratch Paper (when needed)</li> <li>* Student Absent/Late Form</li> <li>* Daily Testing Schedule</li> <li>* Daily Administration Schedule</li> <li>* Daily note page for monitoring students</li> <li>* Copy of testing accommodations for identified students</li> <li>* Copy of the special code list by grade &amp; teacher</li> <li>* Do Not Disturb Sign</li> </ul>	<p>Test Examiners pickup materials from secured location daily. (Room 111)</p>	<p>Test materials are returned each day by the teacher ONLY at the conclusion of testing. Signatures of verification of materials are 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 Mr. Hall to verify there are no relatives proctoring other relatives. Proctors have to fill out an information sheet listing all relatives at school.	Mrs. Hall attends all IEP meetings, if possible. The case managers will give Mr. Hall a paper copy of all testing accommodations needed for their students. Mrs. Miller will give Mr. Hall a copy of all testing accommodations for students on a 504 Plan. Mrs. King will give Mr. Hall a copy of all testing accommodations for all ESOL students. The	Administrator (Mr. Lauritsen or Mr. Hall) 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.	Students, teachers, Mr. Hall and Mrs. J. Smith all verify to make sure information is correct against the state issued sheets.	

	<p>accommodations are then verified by Test Coordinator, ESOL Teacher, 504 Coordinator, &amp; Special Education Teachers.</p>			
<p>How do you ensure that examiners and proctors walk around the testing area routinely?</p>	<p>What things have the examiners and proctors been trained to look for while monitoring testing?</p>	<p>Who is in charge of reporting and investigating testing irregularities?</p>	<p>How examiners are trained on the proper procedures for "read aloud" accommodations?</p>	<p>How are accommodations for students verified?</p>
<p>Hall monitors, Mr. Hall, and Mr. Lauritsen are continuously walking and monitoring during the test.</p>	<p>Students sleeping, students not actively engaged, making sure students mark answers in the correct section.</p>	<p>School testing coordinator will notify principal and call and report to county testing coordinator. Each person involved in such MUST write a written report. District Coordinator will notify State Department.</p>	<p>Teachers will also receive DOE Testing Guidelines for "read aloud" accommodations. Each teacher will receive testing accommodations. Teachers will receive Testing Examiners Manual to read over directions in advance.</p>	<p>IEP, ELL, TPC, and 504 accommodation pages are used to verify student accommodations.</p>



DURING TESTING					
<p>How do you verify that testing protocols are being followed in the testing site?</p>	<p>How do you handle late arrivals on testing days?</p>	<p>How do you handle emergencies during testing?</p>	<p>What are the school guidelines on staff members being in the building after hours while the tests are in the building?</p>	<p>How will you verify that testing materials counts match at the end of the testing session?</p>	
<p>Monitors, proctors, Mr. Hall, and Mr. Lauritsen are continuously walking, monitoring, and observing.</p>	<p>Late arrivals are held in the media center. If testing has begun, a certified personnel staff will administer Section 1 &amp; 2 of the test.  If students have completed Section 1 at the same time as their homeroom or assign testing class, they are admitted to class to</p>	<p>Teachers will report to school testing coordinator, school testing coordinator will report to county testing coordinator.</p>	<p>Tests are locked in a secure area under lock and key at all times. The door is locked with a dead bolt at all times. Mr. Lauritsen (Principal) and Mr. Hall (Assistant Principal) are the only two people who have a key.</p>	<p>Check in and checkout process matches teachers and Mr. Hall sign and verify.</p>	

	complete Section 2 with homeroom teacher or assigned certified staff.				
<b>AFTER TESTING</b>					
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.	Examiners will return testing materials to designated secure location immediately after testing.	Materials are locked in Room 111. The room doors are locked at all times secured by dead bolt. Mr. Lauritsen and Mr. Hall are the only two with keys.	Boxes are taped for security. Central Office Staff will pick up test from school.	Training Sessions Examiners sign the Testing 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 who participated in testing. Score reports will be sent home for all students when available.	Teachers will place test results and labels in the cumulative folder.	Workshops on how to help their child (ren) prepare and succeed on the Georgia Milestones EOG.	N/A	N/A

<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. Better Seeking Team and/or Data Team will work with administrators to analyze data.</p>	<p>Results are disaggregated by domain &amp; subgroups. Those results determine our charted course of action. Data drives instruction.</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>

