

Hunt Elementary School Testing Plan

Principal: Dr. Anita C. Mathis Principal signature:  Date: 9/14/2017

Test Coordinator: Mr. Jamal E. Harris(GMAS) or Mr. Roderick G. Earl(PCA)

Test Coordinator signature:  Date: 9/14/2017

Asst. Test Coordinator: Sheryl Tennyson Asst. Test Coordinator signature:  Date: _____

School Testing Team:

Name	Role
Dr. Anita C. Mathis	Principal/Assurance
Mr. Jamal E. Harris(GMAS) or Mr. Roderick G. Earl(PCA)	Assistant Principal/Testing Coordinator(planning and training)
Mrs. Kenya Fobbs	FTE Clerk(verify counts and prepare rosters)
Mrs. Sheryl Tennyson	Assistant Testing Coordinator/Counselor
Mr. B. Thomas, Mr. E. Miller, & Miss J. Boone,	Student Services(verify accommodations)
Mrs. K. Brown-Jones, (speech-vacant)	Student Services(verify accommodations)
Mrs. Allison Wheeler and Mrs. S. Gergely	ESOL(verify accommodations)

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<p>Mrs. Sarina Gergley: Translation from English to Spanish</p> <p>Mrs. Dawn Kincey-Ogburn: Email Parents</p> <p>Mrs. Melody Harris: HES Website Testing announcements will be made one month before testing on HES Website, One Call, School Newsletter and Flyers</p>		<p>Mrs. Grant-Lewis, Nutrition Director</p> <p>Mrs. A. Sammons, HES Cafeteria Manager</p> <p>Mr. Ben Maddox, Asst. Supt. Of Operations</p> <p>Mr. Jessie McKenzie, Maintenance</p>	
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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?
<p>All testing examiners will sign for testing materials.</p> <p>Mr. Jamal Harris or Mr. Roderick Earl will sign for receipt of testing materials from system test coordinator and examiners.</p> <p>In the absence of Mr. Harris or Mr. Earl, Mrs. Sheryl Tennyson will sign for materials.</p>	<p>Testing materials will be stored in testing closet of room 406.</p>	<p>Dr. Anita C. Mathis, Mr. Jamal E. Harris, & Mr. Roderick G. Earl</p>	<p>All testing materials will be held in a secure location until ready for student test administration.</p> <p>Testing materials will be verified before leaving the testing room, by the examiner.</p> <p>Testing materials will be verified by the school test coordinator prior to returning materials.</p>

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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. Jamal E. Harris (GMAS Testing Coordinator) or Mr. Roderick G. Earl(PCA Testing Coordinator)	Examiners will be trained one to two week prior to test administration.	Mr. Jamal E. Harris(GMAS) or Mr. Roderick G. Earl(PCA) will use the system's coordinators training PowerPoint and handouts to train examiners and proctors.	Proctors and monitors will be trained at a county wide proctor training prior to test administration.	Proctors and monitors will be trained using a PowerPoint from the district level testing coordinator.
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?

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<p>Custodial and office staff will be trained by the school test coordinator, Mr. Harris(GMAS) or Mr. Earl(PCA).</p>	<p>Support staff will be trained with paraprofessional one or two weeks prior to testing by Mr. Harris(GMAS) or Mr. Earl(PCA).</p>	<p>Support Staff will be trained in test security. Mr. Harris(GMAS) and Mr. Earl(PCA) will review the Dos and Don'ts of Testing.</p>	<p>Examiners, who test students with accommodations, will review additional direction on how to read the test questions by reviewing the assessment handbook.</p> <p>Small Group examiners will also receive a copy of the student's testing accommodations.</p>	<p>When examiners receive the student's testing accommodations, examiners can match students with the accommodations on the accommodations matrix.</p>
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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>Mr. Harris(GMAS) or Mr. Earl(PCA) will count and verify testing materials from Mrs. Marshall. If Mr. Harris or Mr. Earl is absent, Mrs. Tennyson will verify materials. If Mr. Harris, Mr. Earl and Mrs. Tennyson are absent, Dr. Mathis can sign for testing materials.</p> <p>Testing Tickets will be printed and will be counted by the examiners.</p>	<p>Testing rosters are exported from Infinite campus by Ms. Fobbs.</p> <p>Teachers and Mr. Harris/Mr. Earl will verify all rosters.</p>	<p>Testing rosters will be created in early March and Verified by Teachers.</p>	<p>For testing secure, students will have the same examiners throughout the testing window. If a teacher is absent, Mr. Harris will try to find a replacement that students know.</p> <p>To become familiar with examiners, students will take a mock test with</p>	<p>Teachers will have to sign verification sheets daily. The verification sheet will include the student's name and test form and book number.</p> <p>Once materials are assigned to a teacher, the teacher verifies the test material making certain what is received</p>

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			examiners.	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 test materials are returned each day?
Teachers verify tests when the teacher checks materials out and Mr. Earl or Mr. Harris verifies tests when teachers return testing materials.	Examiner's name, Number of books or testing tickets, test book numbers, time out & time in.	Prior to testing, Teacher bins have the following" Examiner's Name Roster Test Booklets/Tickets Answer Documents Pencils Scratch Paper Make Up Sheet Accommodation Sheet	Test Examiners pick up testing materials from the testing room.	Testing materials are returned daily after the testing window. Sign in is required after each test administration.
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 Mr. Harris/Mr. Earl time to verify that examiners and proctors are not assigned to classes with their relatives. As a precaution, proctors also have to list their relative on the proctor information sheet.	Mr. Harris/Mr. Earl conducts various meetings with student services teachers. Mr. Harris/Mr. Earl obtains copies of all testing accommodations for a check and balance once the accommodation matrix is completed by student service teachers.	All rooms are checked prior to testing.	Proctors are used to assist examiners. Hall Monitors are utilized on each hall as well. During emergencies hall monitors are called to the class. If students have to use the restroom, monitors escort students to the restroom.	Examiners are asked to have students sign their form and cross check the form number with the form number assigned.

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	<p>Mr. Harris/Mr. Earl also requires students to have accommodations all year.</p> <p>Mrs. Tennyson shares all 504 testing accommodations. Mrs. Wheeler and Mrs. Gergely share all ESOL testing accommodations.</p>		
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TEST ADMINISTRATION				
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 are asked to check the classroom by looking into the windows to ensure examiners are monitoring students. Mr. Earl or Mr. Harris will also check on examiners throughout testing.</p>	<p>To make sure students are marking answers in the correct section.</p> <p>To make sure students have the correct form number and the corresponding answer document.</p> <p>To make sure students have their names on the scratch paper.</p>	<p>Mr. Harris/Mr. Earl is responsible for notifying the principal and system test coordinator of all testing irregularities. Mr. Harris/Mr. Earl conducts all investigations and shares finding with principal and system test</p>	<p>Read Aloud Examiners receive a special set of instructions on how to read the items on the test booklet.</p> <p>Students who have read aloud online, follows the rules of the computer.</p>	<p>Mr. Harris/Mr. Earl reviews all IEP, ELL, TCPs, and 504 Testing accommodations.</p> <p>The testing accommodations are crossed referenced with the accommodation matrix.</p>

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	To check all calculators	coordinator.	
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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?
Mr. Earf, Mr. Harris, Dr. Mathis, Hall Monitor, and Mrs. Tennyson will monitor the testing environment.	Students that arrive late are placed in the media center. After a break, students are allowed to enter the testing room.	Emergencies are handled according to protocol. During a drill, examiners are trained to gather test materials are students walk out the door. If a student is sick, examiners are to secure the testing	Tests are locked in secure location under lock and key at all times. Staff in the building does not have access to test materials.	The test coordinator will use a sign in and sign out sheet. The examiners check materials in and out daily.

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		<p>materials.</p> <p>Examiners are trained to record all incidents on the make-up sheet.</p>		
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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?
<p>Students who need to make up the exams will be placed on the make-up sheet. Each examiner is given a make-up sheet.</p> <p>Mr. Harris(GMAS) or Mr. Earl(PCA) will use the make-up sheet to create a daily make up roster.</p>	<p>At the end of each testing session, examiners will return testing materials to Mr. Earl or Mr. Harris.</p> <p>Hall monitors will watch examiners classes, while Mr. Harris or Mr. Earl counts in testing materials.</p>	<p>Test materials are locked in the testing closet. The office and closet doors are locked.</p> <p>The only keys to the testing closet are with Dr. Mathis, Mr. Earl and Mr. Harris.</p>	<p>The testing materials are boxed and taped.</p> <p>Mr. Earl and Mr. Harris will return materials to the system test coordinator.</p>	<p>Examiners are trained to use secured testing materials.</p> <p>Examiners sign the security agreement and Code of Ethics documents.</p>

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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 whom participated in testing. Score reports will be attached to the letter.	Teachers and Miss Tapley will ensure scores are placed in permanent records during the check-out process at the end of the year.	Workshops on how to help students prior to the Georgia Milestones is conducted annually.	N/A	N/A
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?
Hunt Elementary School notify parents with a letter and follow up	Parents receive a letter and administrators call to schedule	Data is analyzed to develop the school	Results are disaggregated by domain	Grade level teams meet to analyze data and

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with phone calls.	meetings between the parents, teachers, and administrators.	improvement plan. Each teacher is given a copy of their students test scores.	and subgroups. Data is used in interventions.	discuss student work. The Domains that are problematic are targeted to guide instruction to build strength.
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