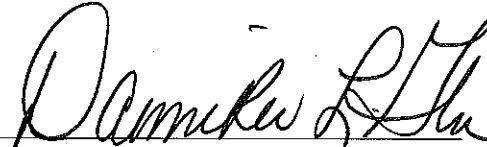
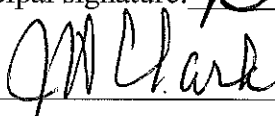
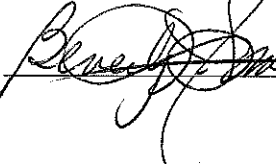


## Fort Valley Middle School Testing Plan 2017-2018

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: Mrs. Glover Principal signature:  Date: 8/18/17

Test coordinator: Mrs. Clark Signature:  Date: 8/18/17

Asst Test coordinator: Mrs. Beverly Smith Asst Test coordinator signature:  Date: 8/18/17

**School Testing Team:**

Recommended members – FTE Clerk, Student Services case worker (verify accommodations), Assistant Test coordinator (Mrs. Beverly Smith) detail oriented person to help verify counts, etc.

Name	Role
Ms. Glover	Assurance (Principal)
Mrs. Clark	Assistant Principal/Test coordinator (plan and train)
Ms. Mary Harris/Ms. Wendy Huntley	FTE Clerk/Adminstrative assistant (verify counts and prepare rosters)
Mrs. Beverly Smith	Counselor/Assistant Test coordinator (verify counts, prepare rosters)
Mrs. Lakeita McLaughlin	Student Services (verify accommodations)

Notifications Prior to Testing			
<b>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.</b>	<b>Who and when will you notify the lunchroom manager, lead custodian, PE teachers, etc. of any needs during testing?</b>	<b>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.</b>	<b>Who will make arrangements and contacts for outside proctors (PTO members, retired teachers, etc.)</b>

RECIPT AND VERIFICATION OF MATERIALS			
<b>Who signs for Materials?</b>	<b>Where are testing materials stored?</b>	<b>Who has access to the test storage area?</b>	<b>What is your policy regarding handling of test materials?</b>
Test coordinator (Mrs. Clark )	All testing materials are stored in the data room # 225.	Only the principal (Ms. Glover) and school principal (Ms. Glover) have access to the test storage area during testing.	School Test coordinator (Mrs. Clark) and assistant test coordinator (Mrs. Smith) will count, sort, and verify test materials daily. Teachers sign the materials out and in daily. As items are turned back in each staff member counts, verifies, and signs the inventory sheet. The materials are verified by both Test coordinator (Clark) as they are being returned.

<b>LOCAL SCHOOL TRAINING</b>				
<b>Who is responsible for training?</b>	<b>When will examiners be trained?</b>	<b>How will examiners be trained?</b>	<b>When will proctors/monitors be trained?</b>	<b>How will proctors/monitors be trained?</b>
The Test coordinator (Mrs. Clark)	Examiners will be trained one-two weeks before testing begins.	Examiners will be trained using PowerPoints, archive webinars, handouts, and memos.	Proctors/monitors will be trained at a school wide training session and prior to test administration at the school level.	Proctors and monitors will be trained using PowerPoint and memos by the school level testing coordinator or the district level testing coordinator.
<b>Support Staff training: Who will be trained custodians, cafeteria staff etc..?</b>	<b>When will support staff be trained?</b>	<b>How will support staff be trained?</b>	<b>What special training do examiners testing students with accommodations receive?</b>	<b>How does the additional training help prevent irregularities?</b>
All custodians and office staff will be trained in test security, procedures and schedules in the event they are used as a proctor/monitor.	Support staff (office staff) will be trained one to two weeks before testing.	Mrs. Clark (testing coordinator) will conduct a meeting with support staff to go over do's and don'ts of testing as it relates to their job.	Mrs. Clark (testing coordinator) will review the accommodations component of the Assessment Handbook.  Examiners will receive a copy of student accommodations for students they are responsible for testing.	Examiners know what accommodations each student needs. They receive a copy of testing accommodations for each student from Mrs. Clark (Testing Coordinator). This eliminates students receiving incorrect accommodations.

<b>DISTRIBUTION OF MATERIALS</b>				
<b>How are test materials counted and prepared?</b>	<b>Who prepares testing rosters?</b>	<b>How far in advance are testing rosters prepared?</b>	<b>What are the procedures for students that may have different examiners throughout the test?</b>	<b>What are the procedures for ensuring that students get the correct form/version of the test each day?</b>
<p>Test materials are counted by Mrs. Clark (Testing coordinator) Testing Materials are prepared by both Mrs. Clark and Ms. Glover.</p> <p>Online test and summary test tickets will be counted by testing coordinator and teachers once they are distributed.</p> <p>Online accommodations will be entered by test coordinator.</p>	<p>The testing coordinator (Mrs. Clark) with the assistance of the school FTE Clerk (Ms. Harris) will prepare the testing rosters.</p>	<p>Mrs. Clark (Testing Coordinator) and Mrs. Harris (FTE Clerk) will begin preparing testing rosters two to three weeks prior to testing.</p>	<p>Students have the same examiner throughout the test. If an examiner is absent, a certified teacher will take the place of that examiner on that day. Rosters with the examiners name will be used.</p>	<p>All students will be testing online.</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>Teachers verify tests when they check materials out. Mrs. Clark and Ms. Glover verifies tests when teachers check them in.</p>	<ul style="list-style-type: none"> <li>• Teacher's Name</li> <li>• Student's Name</li> <li>• # of Testing Tickets</li> <li>• Day of Week</li> <li>• Received &amp; Returned (Initial)</li> <li>• Teacher Signature</li> </ul>	<ul style="list-style-type: none"> <li>*Labeled with teachers name &amp; grade</li> <li>*Class Roster</li> <li>*Test Tickets</li> <li>*Testing Manual</li> <li>*No. 2 Pencils</li> <li>*Scratch Paper</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>*Do Not Disturb Sign</li> </ul>	<p>Selected teachers that are trained will deliver the materials to the teachers and the materials will be verified by the teachers that deliver the materials.</p> <p>The following people will be available to deliver the testing materials. (Mrs. Clark and Ms. Clark. Office personnel (Ms. Reyes and Ms. Harris)</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 to verify there are no relatives proctoring other relatives. Proctors have to fill out an information sheet listing all relatives at the school.	<p>The case managers will provide Mrs. Clark a paper copy of all testing accommodations needed for their students, per their I.E.P.</p> <p>Mrs. Smith (assistant testing coordinator) is the 504 coordinator. She will provide Mrs. Clark with a copy of all testing accommodations for students on a 504 Plan.</p> <p>Once all accommodations have been collected, they are then verified by the Test Coordinator (Mrs.</p>	Administrators (Mrs. Clark & Ms. Glover) will 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 will not have answer documents due to testing online...

	Clark, the 504 Coordinator (Mrs. Smith), & Special Education Teachers.			
<b>How do you ensure that examiners and proctors walk around the testing area routinely?</b>	<b>What things have the examiners and proctors been trained to look for while monitoring testing?</b>	<b>Who is in charge of reporting and investigating testing irregularities?</b>	<b>How examiners are trained on the proper procedures for “read aloud” accommodations?</b>	<b>How are accommodations for students verified?</b>
Hall monitors, Deputy Perry (School Resource Officer Mrs. Clark (Testing Coordinator), and Ms. Glover (Principal) will continuously walk and monitor classrooms during testing.	They are trained for the following : <ul style="list-style-type: none"> <li>*to make sure the students are on the correct section</li> <li>*to make sure the students are marking on the correct section on their answer document</li> <li>*to make sure the students are not talking</li> <li>*to make sure students do not have any materials in the testing session except what is needed.</li> <li>*to make sure no phones or other items are in the testing session</li> </ul>	School testing coordinator (Mrs. Clark) will notify principal and report to county testing coordinator. Each person involved in such MUST write a written report. District Coordinator will notify State Department.	Students will be testing online therefore; this accommodation will not be needed. Students will use headphones to listen to the audio.	IEP, TPC, and 504 accommodation pages are used to verify student accommodations.

	* to make sure students are not sleeping.			
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<b>DURING TESTING</b>				
<b>How do you verify that testing protocols are being followed in the testing site?</b>	<b>How do you handle late arrivals on testing days?</b>	<b>How do you handle emergencies during testing?</b>	<b>What are the school guidelines on staff members being in the building after hours while the tests are in the building?</b>	<b>How will you verify that testing materials counts match at the end of the testing session?</b>
Monitors, proctors, Mrs. Clark, and Ms. Glover are continuously walking, monitoring, and observing.	Late arrivals are held in a designated area until testing is completed for the day. Students are allowed to make up the missed portion in the afternoon of the same day or another day.	<ol style="list-style-type: none"> <li>1. Teachers will report to school testing coordinator (Mrs. Clark).</li> <li>2. The school testing coordinator will report to the principal.</li> <li>3. Then, the school testing coordinator will report to county testing coordinator.</li> </ol>	The tests are stored in a secured room. Lock and Key that is only accessible by the school Test coordinator (Mrs. Clark), and the principal (Ms. Glover). They are the only two that have keys to the test storage room.	Examiners have to count, and sign for the materials at the beginning of the testing session. They have to count and sign that they have returned the exact number of all materials. The staff member picking up the materials has to also count and sign that they picked up the exact same number of all item.



<b>AFTER TESTING</b>				
<b>How will you systematically identify students who need make up tests?</b>	<b>What is your process for picking up testing materials following testing each day?</b>	<b>How do you ensure that materials are secured promptly upon the completion of testing each day?</b>	<b>How do you ensure test security while in In route from school to system?</b>	<b>How do you maintain testing confidentiality before, during and after testing?</b>
Attendance is taken daily by each teacher. Teachers have to fill out an absentee form daily. The testing coordinator (Mrs. Clark) verifies the absences.	The following people will pick up the testing materials: Mrs. Clark, Ms. Glover Office Assistants Ms. Reyes, and Ms. Harris  Sign in sheets will be used to document all counts and verify all materials have been turned in.	Materials are locked in Room 225. The doors are locked at all times. Mrs. Clark, Ms. Glover, and Mrs. Smith are the only 3 with keys.	Boxes are taped for security. Mrs. Clark will deliver the tests to the Central Office or someone from Central office will pick up the tests from the school.	Training Sessions.  Examiners sign the Testing Security information Form.

<b>COMMUNICATING TEST INFORMATION AND TESTING RESULTS</b>				
<b>How are parent/students notified of results?</b>	<b>How do you ensure that test results are filed in the permanent record in a timely manner?</b>	<b>What information is provided to parents prior to testing?</b>	<b>What are the procedures for (high school &amp; middle school) students that return to school to test?</b>	<b>How are students returning to test notified of procedures?</b>
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.	Parents are provided with test dates and strategies to discuss with students prior to test day.  Workshops on how to help their child (ren) prepare and succeed on the Milestones.  Access to Georgia GOFAR practice test.	Students assigned to an alternative setting take their test in the alternative setting.	*Notification Letters. *Call Outs * Emails

<b>How are parents/students notified of remediation and retest opportunities?</b>	<b>How are parents/students notified of possible variance/waiver (high school) eligibility or retention appeals (elementary and middle school)?</b>	<b>How is standardized test score data distributed to teachers and analyzed?</b>	<b>How is standardized test score data analyzed to guide decisions for your school improvement plan?</b>	<b>How is standardized test score data analyzed to make decisions regarding effectiveness of instructional programs?</b>
Parents are notified by letter from the school and telephone calls will be utilized.	Parents will receive a letter and administrator calls to schedule a meeting between the parents, teachers, and administrators.	Test data is distributed through faculty meetings as well as grade level meetings. Teachers, leadership team members, and school administrators analyze the data.	The data disaggregated by domain and subgroups to determine instructional needs. The data will guide the school administration in developing professional learning opportunities that align with the school improvement plan and increase student achievement.	The data is analyzed to determine instructional strategies. The data also allows us to focus on areas that need improvement.