



Peach County High School  
Testing Plan-2019-2020



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 Student Learning Objective (SLOs) procedures

Principal: Dr. Ken Hartley

Principal signature:

Date:

Test Coordinator: LaKeitha Weston

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)
LaKeitha Weston	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)
Shaniqua 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 Tayler Tucker	Testing Team Assistants (Mail and File student results, class central office, and locate students for testing.)



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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. 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>Mrs. Weston 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>Mrs. Weston 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 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 if there are changes in the food services. A follow up email will be sent to the PCHS food manager as well.</p>	<p>Mrs. Weston and Chandra Thomas will contact outside proctors as necessary for testing.</p> <p>Mrs. Weston will also collaborate with Mrs. Marshall to use proctors for the system wide proctor list.</p>



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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?
Mrs. Weston 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 storage in the STEM office.	Mrs. Weston and Dr. Ken Hartley, principal of Peach County High School.	Only the testing team will count and place materials in testing bins.  Mrs. Weston, Ms. Carlson, Mrs. Thomas, Ms. Aaron, and Mr. Hester



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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?
Mrs. Weston	<p>A week prior to testing.</p> <p>August 15, 2019 Georgia Milestones Mid-Month Training (Counselors)</p> <p>October 3, 2019 PSAT Training (Counselors, Student Services Teachers, and Instructional Facilitators )</p> <p>November 11, 2019 Georgia Milestones Mid-Month Training</p> <p>December 3, 2019 Georgia Milestones Winter Training</p> <p>January 13, 2020 Georgia Milestones Training</p> <p>*February 11, 2020 Georgia Milestones Mid-Month (Counselors and Student Services Teachers) *The school will be on winter break the week prior to testing.</p> <p>March 10, 2020 Georgia Milestones Mid-Month Training (Counselors and Student Services Teachers)</p> <p>April 7, 2020 Georgia Milestones Spring EOCs (All Teachers, and Counselors )</p> <p>April 21, 2020 AP Testing Training</p> <p>June 10, 2020 Georgia Milestone EOC</p>	<p>Mrs. Weston will use PowerPoint from district testing coordinator to train examiners.</p> <p>Examiners and proctors will receive a memo of Do's and Don'ts have to sign.</p> <p>Examiners and select proctors will sign the code of ethics for assessment.</p> <p>All documents will be on file in the PL room.</p>	<p>Proctors and monitors will be trained with examiners, if applicable.</p> <p>One week prior to testing, proctors will also be trained by system test coordinator.</p>	<p>Proctors and monitors will be trained with the system test coordinators PowerPoint.</p> <p>The proctors and monitors will receive a Do's and Don'ts memo to sign.</p>
Support Staff training:	When will support staff be trained?	How will support staff be trained?	What special training do	How does the additional



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Who will be trained custodians, cafeteria staff etc..?			examiners testing students with accommodations receive?	training help prevent irregularities?
<p>Dr. 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 31, 2019</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>Mrs. Weston will review the guidelines for oral reading of Test items to students with disabilities in the Examiner's manual.</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>

**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>Mrs. Weston and Debra Gibbs</p> <p>Verified by Chandra Thomas, Sherry Hatchett, and Shaniquia 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 graduation coach will reference the Students</p>



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				Longitudinal Data System (SLDS)
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 Milestones 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>



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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.	<p>Collaboration with student service facilitator and careful review of IEPs and spreadsheet created to double check accommodations of students.</p> <p>The case manager will complete an accommodation spreadsheet for each student receiving an accommodation for testing.</p>	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.	
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.	<p>Making sure students are actively answering questions.</p> <p>Making sure students keep their eyes on their own computer.</p> <p>No electronic devices</p>	<p>The examiner is in charge of reporting the testing irregularities to the school testing coordinator.</p> <p>The school’s testing coordinator and principal are responsible for investigating the irregularities and notifying the system’s test coordinator.</p>	Following the DRC testing requirements. Assign and supply adequate headphones for students who have the designated accommodations.	By student’s IEPs and collaboration with the student services facilitator.



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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?
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 will test 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 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 Standard 11





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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?
School will send the individual score report home two weeks after receiving them from DRC.  Also scores will be attached to a legal school document (e.g. report cards, progress reports).	The stickers will be placed on the permanent records of students.  The testing team, Ms. Tucker, and Ms. Bouyer will file student test scores in permanent records.	Parents are notified of testing dates.  Parents are given online resources for students.  The parent resource center host workshops on testing.	Students need to register for test two weeks prior to testing.  Students need to bring a valid ID	There is an online registration form with instructions on how to register and take the test.  Mrs. Mason will send a copy of the registration form to the newspaper.
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?
Counselors send out information to students about tutoring opportunities.  The school's website has tutorial information.  Letters are sent to students as well.		Teachers receive scores from the school's testing coordinator or the instructional facilitator.  Teachers will analysis data during collaborative planning meetings.	The instructional facilitators will work with teachers during content planning to use scores to improve instruction.  The data will be used to structure increased learning time. Teachers can work with groups of students to improve test scores.  Students will be grouped by domain weakness.	The scores are used to reflect on what instructional practices yelled the results to see what worked for students.



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Testing Locations			Examiners
All Mid-Months EOCs	Building B		Counselors/Mrs. Weston
EOC Main Administration	Building B	Rooms 62-80	Teachers
PSAT	Building B	Rooms 62-80	Counselors and Student Service Teachers
Summer EOC(s)	Building A	Rooms 3-9	



Peach County High School  
Testing Plan Addendum

