



# CARROLL COUNTY SCHOOLS

Committed to Excellence



Focused on Success

## 2014-2015 Testing Plan for all State Mandated Assessments

Given that this is a year of transition in the state testing program, the focus of all activities will be: ensuring technical capacity for online testing, disseminating new information, training test administrators, and building capacity of teachers and students to meet the new assessment expectations.

The following procedures apply for training, distribution of materials, monitoring, and return of all assessments in the Carroll County School System:

1. At the appropriate time, the Testing Secretary contacts each School Testing Coordinator to obtain enrollment numbers for test materials needed and enters the information for each test on the vendors' website.
2. The System Testing Director, Testing Secretary, Special Education Coordinator, and other district personnel as appropriate will 'attend' or view webinars related to each assessment.
3. The Testing Director schedules a training session approximately two to three weeks prior to the assessment. Notification is sent via email to the School Testing Coordinators and Special Education In-School Coordinators. Additional personnel such as School Counselors, Instructional Coaches, ESOL Teachers, or others, may also be invited as appropriate. Reminder emails are sent and the meeting is listed on the CCSS "At a Glance" document.
4. Each meeting is held at the Carroll County Board Office. Information is delivered by the System Testing Director and Special Education Coordinator (with assistance by other system personnel, as appropriate) using the state-provided PowerPoint. PowerPoint notes pages and other materials are duplicated and provided to attendees at the training. A time of questions, answers, and discussion follows.
5. When testing materials are received at the county office, schools are contacted for pick-up. Each school's boxes remain sealed for security reasons. County materials are inventoried and School Testing Coordinators pick up school materials and sign for them.
6. The School Testing Coordinators transport materials to their schools, open boxes, and inventory. They report any discrepancies to the System Testing Director immediately via email.
7. Each school develops and implements its own testing plan for each assessment in accordance with regulations provided by the state. Copies of testing plan documents are maintained the central office.
8. The Testing Director, Testing Secretary, and Special Education Coordinator are available during the testing window to answer questions and provide guidance for issues that arise in testing. Irregularities are reported to the state by the Testing Director and entered into the GaDOE Portal.
9. The Testing Director conducts random on-site visits during some testing windows to monitor the security of testing. Email communications with School Test Coordinators are sent to provide feedback on the results of the visits.

10. Following completion of each assessment, the schools schedule a return appointment with the central office. Materials are checked in by the Testing Director, Secretary, and Special Education Coordinator, as well as other personnel as needed. All materials are accounted for and any discrepancies are investigated and resolved or reported. Principal Certification forms are collected.
11. Materials are packaged according to instructions per test the Test Coordinator's Manual for that administration and returned for scoring.
12. For online assessment implementation, in conjunction with the system technology department, the CCSS will evaluate the technical capabilities of each school and the system as a whole to meet the technical needs for online assessment administration.