

Georgia

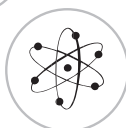
TEST COORDINATOR'S MANUAL



End-



Of-



Course



Tests

Security Breaches

Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Georgia Department of Education (GaDOE) as inappropriate use of handling of test and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not exhaustive. Any concern regarding test security must be reported to GaDOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:

- coaches examinees during testing, or alters or interferes with examinee's responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets;
- makes answers available to examinees;
- reads or reviews test questions before, during (unless specified in the IEP, IAP, or ELL/TPC), or after testing;
- questions students about test content after the test administration;
- fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
- uses or handles secure test booklets and answer documents for any purpose other than examination;
- fails to follow administration directions for the test;
- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such practices must be reported to the GaDOE and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GaDOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GaDOE.



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FOR ASSISTANCE

Direct questions about materials, distribution, collection of materials, or issues not covered in this manual to:

Pearson Customer Service Center
2510 N. Dodge St.
Iowa City, IA 52245
Phone: 1-888-705-9414
Fax: 1-319-358-4314
E-mail address: georgia@support.pearson.com

Direct questions concerning EOCT administration to:

Melissa Faux
EOCT Assessment Specialist
Assessment Administration Division
Georgia Department of Education
(404) 656-5975 or (800) 634-4106

HOW TO USE THIS MANUAL

The Georgia EOCT *Test Coordinator's Manual* is organized into three sections as listed below.

General Information.....	pages 4–11
System Test Coordinator's Responsibilities	pages 12–16
School Test Coordinator's Responsibilities	pages 17–20

The *Test Coordinator's Manual* provides information to assist in the implementation of the End-of-Course Tests (EOCT) for both the system and school test coordinators. The *Examiner's Manual* details specific instructions for test examiners. **Please read both manuals carefully prior to the test administration dates.**

I. INTRODUCTION

The A+ Education Reform Act of 2000, O.C.G.A. 20-2-281, mandates that the State Board of Education (SBOE) adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the SBOE. The End-of-Course Tests (EOCT) program currently includes the following eight content area assessments: Mathematics – Mathematics I: Algebra/Geometry/Statistics, and Mathematics II: Geometry/Algebra II/Statistics; Science – Biology and Physical Science; Social Studies – Economics/Business/Free Enterprise and US History; and English – Ninth Grade Literature and Composition and American Literature and Composition.

The EOCT are criterion-referenced tests, aligned with the state adopted curriculum. Each test is comprised of multiple-choice questions. The purposes of the EOCT are to assess student achievement of the standards in the core courses and to provide diagnostic data in support of improved student achievement.

II. TESTING DATES

Winter: November 29, 2010 – January 7, 2011

Spring: April 25, 2011 – June 3, 2011

Summer: June 20, 2011 – July 22, 2011

There are three main administration windows established by the Georgia Department of Education (Winter, Spring, and Summer). Each school system will determine the sequence and scheduling option for all EOCT. The actual time of day in which the tests are administered may vary from school to school. Testing should be consistent throughout the system. Each subject/content should be administered on the same or consecutive days throughout the testing window. Examples of exceptions would be:

- Within the same system, some schools are on block schedules and others are on a year-long schedule.
- An evening program class meets only on Tuesdays and Thursdays. The system is giving the Biology EOCT on Wednesday. The evening program may test on either Tuesday or Thursday.

Systems may select a one-day or a two-day administration of the EOCT and test administration may be by subject or by period. If you have questions regarding scheduling, contact the Assessment Administration Division at 404-656-5975.

Each test booklet is divided into two sections. There is a section break at the end of Section I of each test. If the two-day testing option is used, the section break marks the end of the testing session for day one.

Suggested Schedule

One-day Administration:

Distribute and provide directions for completing answer documents	10 min.
Distribute test booklets and read test instructions	10 min.
Testing time – Section I.....	45-60 min.
Break between sections.....	5 min.
Testing time – Section II	45-60 min.
Collect test materials (booklets, answer documents, and scratch paper).....	15 min.

Two-day Administration:

Day One:

Distribute and provide directions for completing answer documents	10 min.
Distribute test booklets and read test instructions	10 min.
Testing time – Section I.....	45-60 min.
Collect test materials (booklets, answer documents, and scratch paper).....	15 min.

Day Two:

Distribute answer documents to students	5 min.
Distribute test booklets	5 min.
Testing time – Section II	45-60 min.
Collect test materials (booklets, answer documents, and scratch paper).....	15 min.

Make-Up Testing Procedures

The purpose of the make-up days is to administer the tests to students who are unexpectedly absent during the regularly scheduled administration. Make-up days are not alternate testing dates for students whose activities conflict with the regular test administration dates.

Preliminary Reports/Class Rosters/Score Reports

Preliminary Reports will be posted electronically to PearsonAccess (www.pearsonaccess.com) for access by the System Test Coordinator within 5 days from the date that the contractor receives the system's answer documents for scoring. Preliminary Reports will contain the student's name, date of birth, GTID number, grade level, and grade conversion. These are Preliminary Reports only and Class Rosters will be posted once a representative sample has been received. Once the Class Rosters become available, the Preliminary Reports will be removed from PearsonAccess. If a system elects to print Individual Student Reports (ISRs), these will be posted at the same time as Class Rosters. Hard copy reports (School/System Summary Report, School/System/Class Content Area Summary) will be sent to systems at the completion of the scoring process.

No hard copy of the Class Roster Report will be shipped. Systems need to print these reports to provide information for teachers. If a system elected to print ISRs with class rosters, the ISRs will not be sent in hard copy. The decision to receive paper or electronic ISRs is made at enrollment time and indicated on the PearsonAccess Web Site. Systems that do not elect to receive electronic ISRs will receive them with hard copy reports.

III. STUDENTS TO BE TESTED

All students who are enrolled in an EOCT course, regardless of grade level, must be administered the EOCT in order to receive credit for that course. Students with disabilities and English Language Learners (ELL) for whom English is the second language must participate in assessment.

Students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Plan/Individual Accommodation Plan (IAP) may receive accommodations. The testing accommodations should be documented in the IEP/IAP and should be consistent with those used during regular classroom instruction and assessment.

Students who are eligible for English Language Learner (ELL) status according to the Board of Education Rule 160-4-5-.02 may receive accommodations. These accommodations should be documented in the ELL Test Participation Committee (TPC) Plan and should be consistent with the student's current instructional program.

Students who are identified as visually impaired and require Large Print or Braille material for their instructional program qualify for the Large Print or Braille version of the EOCT. Large Print and Braille versions of the EOCT must be ordered when entering participation counts on PearsonAccess.

Testing Students With Disabilities

Use the State Required Code (SRC) section on the Answer Document to code students with disabilities and ELL students. Students with disabilities must have a current IEP or IAP on file.

<u>Category</u>	<u>Code</u>
Visual Impairments	01
Deaf/Hard of Hearing	02
Deaf/Blind.....	03
Specific Learning Disabilities.....	04
Mild Intellectual Disabilities.....	05
Traumatic Brain Injury.....	06
Moderate/Severe/Profound Intellectual Disabilities	07
Autism.....	08
Orthopedic Impairments	09
Speech/Language Impairments	10
Emotional and Behavioral Disorders	11
Other Health Impairments.....	12
English Language Learner	13
Section 504 Plan	14
Title I Reading (Targeted Assistance Only)	16
Title I Math (Targeted Assistance Only)	17
Migrant.....	18
English Language Learner – Monitored	19

When completing the “For Teacher Use Only” area of the answer document, coding should be marked as follows:

- If the student has a State Required Code, it must be indicated on the Answer Document under SRC.
- Under “Accommodations” mark the appropriate bubble ONLY if the student was provided accommodations for the assessment. Also indicate if the accommodations are based on an IEP, IAP, or ELL/TPC plan and the type of accommodation(s) (Setting, Presentation, Scheduling, Response). If no accommodations were provided, leave this section blank.
- If the accommodations provided resulted in a conditional administration, grid the bubble indicating “The accommodation resulted in a conditional administration.”
- If the student took a Braille or Large Print version of the test, indicate in the appropriate bubble.
- If the student was present during testing but did not participate, mark the PTNA (Present – Test Not Attempted) bubble.

Allowable/Non-Altering Accommodations – Standard Administration

Special Education/Section 504	English Language Learner
<p><i>Setting Accommodations:</i></p> <ul style="list-style-type: none"> • Special education classroom • Special or adapted lighting • Small group • Preferential seating • Sound field adaptations • Adaptive furniture (e.g., slant board) • Individual or study carrel • Individual administration • Test administered by certified educator familiar to student <p><i>Presentation Accommodations:</i></p> <ul style="list-style-type: none"> • Large print • Sign the directions • Sign test questions • Sign reading passages • Explain or paraphrase the directions for clarity (in English only) • Braille • Color overlays, templates, or place markers • Oral reading of test questions in English only by reader or assistive technology • Oral reading of reading passages in English only by reader or assistive technology • Low vision aids (e.g., CCTV, Magnifying equipment) • Repetition of directions (in English only) • Materials presented with contrast and tactile cues • Audio amplification devices or noise buffer/listening devices <p><i>Response Accommodations:</i></p> <ul style="list-style-type: none"> • Technology applications, such as Braille, word processor, or other communications device with all grammar and spell check devices disabled • Student marks answers in test booklet • Student points to answers • Verbal response in English only • Braillewriter • Basic Function calculator or adapted basic calculator • Scribe • Adapted writing tools (e.g., pencil grips, large diameter pencil) <p><i>Scheduling Accommodations:</i></p> <ul style="list-style-type: none"> • Frequent monitored breaks • Optimal time of day for testing • Extended time 	<p><i>Setting Accommodations:</i></p> <ul style="list-style-type: none"> • ESOL classroom • Small group • Preferential seating • Individual or study carrel • Individual administration <p><i>Presentation Accommodations:</i></p> <ul style="list-style-type: none"> • Explain or paraphrase the directions for clarity (in English only) • Color overlays or templates • Oral reading of test questions in English only • Oral reading of reading passages in English only • Repetition of directions (in English only) <p><i>Response Accommodations:</i></p> <ul style="list-style-type: none"> • Student marks answers in test booklet • Student points to answers • Verbal response in English only • Word-to-word dictionary <p><i>Scheduling Accommodations:</i></p> <ul style="list-style-type: none"> • Frequent monitored breaks • Extended time

Any departure from the list of allowable/non-altering accommodations may alter the nature of the task being assessed, resulting in an invalid administration. If you have questions about accommodations not listed on this chart, contact the Assessment Administration Division, Georgia Department of Education, (404) 656-5975.

See the *Student Assessment Handbook* for additional information on accommodations and testing students with disabilities. Call the Assessment Administration Division, Georgia Department of Education, (404) 656-5975 or (800) 634-4106 if you need clarification.

State-Directed Use (SDU)

Please note the changes to the State-Directed Use Only section on the Answer Document.

The first section, **SDU A**, is to be used by Georgia Network for Educational and Therapeutic Support (GNETS) programs and the **Georgia Virtual School** to report their assigned facilities identification code. The codes are listed below. The two-digit code should be marked for all students who are served at a location other than their home school (FTE site). All Georgia Virtual School students should be coded in this area regardless of where the students are tested. This information is being collected in order to provide summary reports to each identified program.

<u>Program Name</u>	<u>State-Directed Code</u>
Alpine Program01
Burwell Program02
Cedarwood Program03
Coastal Academy04
Coastal Georgia Comprehensive Academy05
Mainstay Program (formerly Crossroads)06
Dekalb-Rockdale Program07
Elam Alexander Academy08
Flint Area Learning Program09
Harrell Learning Program10
H.A.V.E.N. ACADEMY11
Heartland Academy12
Horizon Academy13
Mountainbrook Comprehensive Academy14
North Metro Program15
Northwest Georgia Educational Program16
Oak Tree Program17
Oconee Program18
Pathways Educational Program19
River Quest Program20
Rutland Program21
Sand Hills Program22
South Metro Program23
Woodall Program24
Georgia Virtual School30

The second section, **SDU B**, is for reporting Irregularities and/or Invalidations. System Test Coordinators should communicate with the EOCT Program Manager in the Assessment Administration Division at the Georgia Department of Education for instructions for completing this section.

IV. TEST MATERIALS

Materials should be prepared well in advance of the testing date so that additional materials may be ordered if needed. Order additional materials via PearsonAccess by the date designated on the Web Site to ensure receipt of materials in time for testing.

Remember that all test materials are secure materials and should be stored accordingly. Keep a record of all materials sent to each school.

The test booklets and answer documents are presorted into packs of 25 and 5. *Examiner's Manuals*, classroom identification forms, and pre-identification labels are included in the shipment.

Scratch paper and #2 pencils will be required for testing. Students may write in test booklets; however, scratch paper may be provided if needed. **If used, scratch paper is considered secure and must be returned to the System Test Coordinator at the end of testing.** Note: Only responses recorded on the answer document will be scored.

Calculators are allowed for the Mathematics I, Mathematics II, Economics/Business/Free Enterprise, and the Physical Science EOCT. No graphing or text storing calculators may be used.

Examiners are responsible for monitoring the use of appropriate calculators.

Cell phones should not be allowed in the testing room.

V. TEST SECURITY

The security of the EOCT must be maintained before, during, and after each test administration. System and School Test Coordinators **must** follow the procedures listed below to ensure the security and integrity of the EOCT.

Security Procedures

- All EOCT must be administered and supervised by a Georgia-certified educator.
- System and School Test Coordinators are directly responsible for the security of the EOCT and must account for all test materials at all times. Lost test booklets constitute a breach of test security and will result in a referral to the Professional Standards Commission (PSC).
- Testing conditions, especially the supervision and seating arrangements of students, should be designed to minimize the potential for cheating. School Test Coordinators must contact System Test Coordinators immediately if cheating or security violations are suspected. If questions arise, or if any situations occur that could cause any part of the test administration to be compromised, System Test Coordinators should contact the Assessment Administration Division, Georgia Department of Education, (404) 656-5975 or (800) 634-4106.
- Test materials must be stored in a locked, secure location when not in use.
- Students are to be instructed to write their names on the cover of their test booklets and each sheet of scratch paper to help account for materials at the end of each test session.
- At the conclusion of each test session, Examiners are responsible for returning all used and unused materials to the School Test Coordinator.

For additional security, each *Student Test Booklet* has a unique barcode security number printed on the front cover. Pearson maintains a record of the numbers of the test booklets sent to and returned by each system. Every test booklet, used and unused, will be scanned and tracked electronically. Individuals responsible for handling the EOCT test booklets are accountable for all test booklets assigned to them before, during, and after the test administration. Any discrepancies should be documented on the Test Booklet Security Form and reported to the Assessment Administration Division.

VI. SYSTEM TEST COORDINATOR'S RESPONSIBILITIES

System Test Coordinators are responsible for maintaining the security of the test booklets and answer documents at all times. Please emphasize the importance of following the procedures identified in this manual at the system, school, and classroom levels. You are required to report any test security irregularities that may occur within your system.

All school system personnel are prohibited from examining the contents of the EOCT. Inappropriate review of test materials is considered a test security violation and may result in a referral to the Georgia Professional Standards Commission.

BEFORE TESTING	
Schedule the Test	The EOCT must be administered within the state's testing window . Testing dates are collected through the PearsonAccess Web Site. Testing outside the state's testing window is a violation of testing procedures and may result in invalidation of students' test scores.
Receive Materials and Confirm Quantities	<p>Materials delivered to the System will include:</p> <ul style="list-style-type: none"> • <i>Packing List</i> • <i>EOCT Examiner's Manual</i> • <i>EOCT Test Coordinator's Manual</i> • <i>EOCT Student Test Booklets</i> • <i>EOCT Student Answer Documents</i> • <i>Classroom Identification Sheets</i> • <i>School Security Checklist</i> <p>Upon receipt of materials:</p> <ol style="list-style-type: none"> 1. Inventory all materials upon receipt. 2. The System Test Coordinator should use the packing list and the <i>School Security Checklist</i> included in Box Number 1 to ensure sufficient quantities of materials have been provided for each school. 3. Locate pickup/return instructions/memo, return labels, and airbills/bills of lading. 4. If there are errors in your shipping materials, contact the Pearson Customer Service Center at 1-888-705-9414.
Appoint and Train School Coordinators	<p>A School Test Coordinator should be designated at each school. If one has not been appointed, contact the school principal to determine who should serve in this capacity. Training for school coordinators should include:</p> <ul style="list-style-type: none"> • Creating an appropriate test environment • How to train and monitor test Examiners • Test security procedures • Following test protocols • Returning test materials

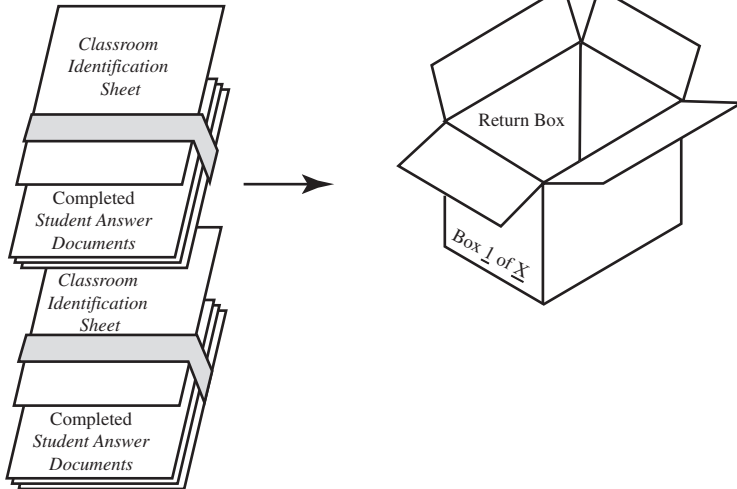
BEFORE TESTING continued	
Distribute Materials to Schools	<ul style="list-style-type: none"> • Distribute materials to schools at least five school days before testing. • Use the <i>School Security Checklist</i> to assign books to schools. School Coordinators should count and sign for all materials received. Materials must be stored in a locked, secure location at all times. • DO NOT DISCARD SHIPPING BOXES. The boxes must be used to return test materials at the end of testing. • If additional materials are needed, or there are any discrepancies noted in materials received, School Coordinators should contact the System Test Coordinator.
Order Additional Materials	<p>If you need additional materials, follow these instructions:</p> <ul style="list-style-type: none"> • Order materials on the PearsonAccess Web Site at www.pearsonaccess.com. • Place only ONE order for materials so that only one shipment is required. • Place the order no later than five school days before testing to ensure that materials will arrive prior to testing. • Contact Pearson Customer Service Center at Pearson if materials are needed in less than 5 days.
DURING TESTING	
Monitor Test Administration	<p>During the test administration window, check frequently with School Test Coordinators to make sure that testing is proceeding on schedule. Be prepared to assist the School Test Coordinators with any problems.</p>
AFTER TESTING	
Receive and Verify Materials from School Coordinators	<ul style="list-style-type: none"> • Confirm that ALL materials have been returned from schools. • Verify that the number of test booklets returned from each school is the same quantity issued prior to testing. • Check to be sure that no student answer document has been left inside a test booklet. • Destroy/shred all scratch paper, <i>Examiner's Manuals</i>, <i>Test Coordinator's Manuals</i>, unused answer documents and voided answer documents. Make certain that all answer documents have been accounted for PRIOR to destroying the unused/voided documents. Be sure that you have documentation related to any invalidated answer documents. • DO NOT DESTROY THE STUDENT TEST BOOKLETS. • Do not send in blank answer documents unless "PTNA" is bubbled.
Check and Pack Completed Classroom Identification Sheets and Student Answer Documents	<ul style="list-style-type: none"> • Check all fields of the <i>Student Answer Documents</i>. Verify that all demographic information is complete and accurate. • If labels are used, check that they are attached correctly. • Verify that the <i>Classroom Identification Sheet</i> is placed with the appropriate answer documents. NOTE: If the system wants an alphabetical listing of students for an EOCT, only one header sheet is required. If the system wants reports returned by class, a separate header sheet is required for each teacher or class period.

AFTER TESTING continued	
Check and Pack Completed Classroom Identification Sheets and Student Answer Documents (continued)	<ul style="list-style-type: none"> • Verify that the number of <i>Student Answer Documents</i> being returned is the same number indicated on the <i>Classroom Identification Sheet</i>. • Be sure that answer documents are properly bound with a paper band and the <i>Classroom Identification Sheet</i> is placed on the top of each stack. Caution: Using an incorrect <i>Classroom Identification Sheet</i> could result in student scores being reported to the wrong school or content area. • Prepare all completed <i>Student Answer Documents</i> for shipping as described in the instructions on page 15. • For Makeup Administrations: <i>Classroom Identification Sheets</i> must be filled out <u>exactly</u> like the original sheet for student scores to be merged to the class summary reports.
Supervise Pickup of Student Answer Documents (Rapid Score Reports)	<p>Up to four shipments of <i>Student Answer Documents</i> are allowed. The final shipment must be picked up by FedEx Overnight by the last day of the state’s testing window. (See instructions on page 15 for how to arrange pickup.)</p> <p>Please be sure that the answer documents are returned by the overnight carrier, otherwise your scores could be delayed by several days.</p>
Pack Student Test Booklets for Shipping	<p>After all <i>Student Test Booklets</i> have been accounted for, verify and sign the <i>Test Booklet Security Form</i> and make a copy for your files. Pack the <i>Student Test Booklets</i>, used and unused together, according to the diagram on page 15.</p>
Supervise Pickup of Student Test Booklets	<p>Return all test booklets in their original shipping boxes. The school name must appear on the top of each box.</p> <p>The freight carrier must pick up all <i>Student Test Booklets</i> packaged for shipment (listed on the bill of lading or airbill) by the last day of the state’s testing window.</p>

It is critical to the success of the EOCT that all documents are returned immediately after test administration. Promptly returning your materials helps ensure timely results can be returned to your system.

PACKAGE MATERIALS FOR RETURN:

Packaging of Student Answer Documents ONLY.



* Students from testing sites other than local schools must have a header sheet indicating the system and school where the student is reported as a Full Time Equivalent (FTE) student.

Put documents into the box in the following order (stacking from bottom to top):

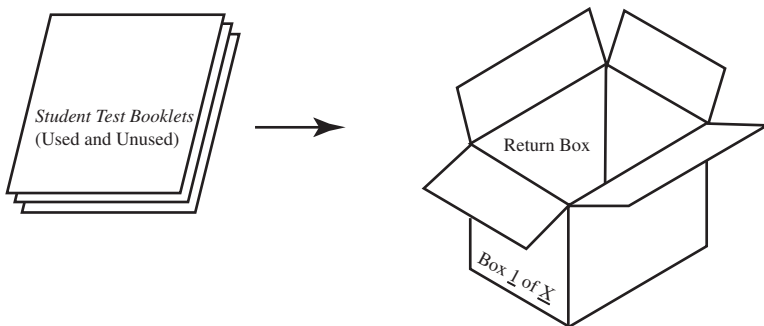
1. Completed *Student Answer Documents* with a completed *Classroom Identification Sheet* on top of each class/subject set of papers. Place a paper band around each bundle. Place the paper band around the documents horizontally (see diagram).
2. Continue placing bundles into the box. Multiple schools can be boxed together in the same box.
3. Secure the box and place the **purple label** on the outside of the box.
4. Boxes should be numbered "1 of ___, 2 of ___," etc.

5. Call the number indicated on the overnight/next day airbill for pickup.

6. Secure the boxes until they are picked up.

NOTE: Four separate shipments will be allowed during the testing window for return of scorable answer documents.

Packaging of Student Test Booklets



All *Student Test Booklets* must be returned to Pearson in the original shipping boxes. The name of the school(s) must appear on the top of each box.

7. Seal each box and attach the bill of lading or airbill. Place the **white label** on the outside of the boxes. Number the boxes "1 of ___, 2 of ___," etc. Secure the boxes until they are picked up. Please follow these instructions for pickup:
 - Bill of lading or ground label – Call the indicated number for pick up of your test booklets
 - **Do NOT send your answer documents with the test booklets, this will delay the return of your results.**

CHECKLIST FOR SYSTEM TEST COORDINATORS

BEFORE TESTING

- Receive materials from Pearson and immediately verify proper quantities for each EOCT. If additional materials are needed, order additional materials through the PearsonAccess Web Site.
- Review security procedures. Confirm secure area for storage of materials.
- Schedule all test administrations (regular and make-ups).
- Appoint and train School Test Coordinators. Training should include creating an appropriate test environment, how to train and monitor test Examiners, test security procedures, following test protocols, and returning testing materials.
- Distribute test materials to School Test Coordinators. Test materials must be signed for by the School Test Coordinators using the *School Security Checklist*.

DURING TESTING

- Be available to assist the School Test Coordinators.

AFTER TESTING

- Receive and verify test materials from each School Test Coordinator. Verify that the number of test booklets received matches the number that were issued. Report any missing materials or other irregularities to the EOCT Assessment Specialist at the Department of Education at 404-656-5975.
- Sign the *School Security Checklist* to document that every assigned test booklet has been returned from each School Test Coordinator. **Keep these forms in your files.**

Check and Package Completed Student Answer Documents and Student Test Booklets.

- Check all fields on the *Student Answer Documents*.
- Verify that the materials are packaged in accordance with the instructions and diagrams on page 15.
- Package *Student Test Booklets* in their original shipping containers.

Supervise Pickup of Student Answer Documents and Student Test Booklets.

- Schedule pickup of *Student Answer Documents* **immediately after the system's testing window.**
- Schedule pickup of *Student Test Booklets* **no later than the last day of the state's testing window.**

Destroy the following test materials:

- Examiner's Manuals* and *Test Coordinator's Manuals*
- All scratch paper
- Unused answer documents
- Voided answer documents

VII. SCHOOL TEST COORDINATOR’S RESPONSIBILITIES

This section of the manual highlights the **School Test Coordinator’s** major responsibilities. Direct any questions you may have to your System Test Coordinator. System Test Coordinators may establish additional requirements for their School Test Coordinators.

School Test Coordinators are responsible for maintaining the security of all test materials. Immediately report any test security irregularities to your System Test Coordinator.

All school and system personnel are prohibited from examining the contents of the EOCT. Inappropriate review of test materials is considered a test security violation and may result in a referral to the Georgia Professional Standards Commission.

BEFORE TESTING	
Receive Materials from System Test Coordinator	<p>On the day that you receive testing materials from the System Test Coordinator, verify and sign that all materials listed below are included:</p> <ul style="list-style-type: none"> • <i>Packing List</i> • <i>EOCT Examiner’s Manuals</i> • <i>EOCT Test Coordinator’s Manuals</i> • <i>EOCT Student Test Booklets</i> • <i>EOCT Student Answer Documents</i> • Student Pre-Identification labels • <i>Classroom Identification Sheets</i> • <i>School Security Checklist</i> <p>If you need additional materials, call your System Test Coordinator immediately.</p> <p>Organize and lock your materials in a secure location.</p>
Attend Training Session for School Coordinators	<p>Each School Test Coordinator is responsible for the testing environment and for the training and monitoring of Examiners and Proctors. Training sessions should include:</p> <ul style="list-style-type: none"> • Test security • Accountability for all test materials • Establishing an environment appropriate for testing • Following all testing protocols • Procedures for returning testing materials
Schedule Test Dates and Arrange Test Sites	<ul style="list-style-type: none"> • Verify your System’s testing dates with your System Test Coordinator. • Arrange for appropriate test sites well in advance of testing. • Testing rooms must be well lit, adequately ventilated, and free from distractions.

BEFORE TESTING continued	
Schedule and Conduct Training of Examiners and Proctors	<p>The purpose of school level training sessions is to familiarize Examiners and Proctors with procedures and protocols for conducting the administration of the EOCT. The Examiner’s responsibilities are outlined in detail in the <i>Examiner’s Manual</i> and must be reviewed thoroughly during the training. Training must include:</p> <ul style="list-style-type: none"> • Adherence to testing procedures • Receipt and return of testing materials • Administration protocols for special needs students (i.e., coding, accommodations) • Test security
Sign Out Materials for Testing	<p>Sign out the <i>Student Test Booklets</i>, <i>Student Answer Documents</i>, and <i>Classroom Identification Sheets</i> to the Examiners before testing. Use the Test Booklet Security Form to document distribution of Student Test Booklets.</p>
DURING TESTING	
Monitor Test Administration in the Testing Rooms	<p>Check with each Examiner to confirm that they have sufficient test materials. Visit each testing site to ensure that test procedures and proper test conditions are being maintained. Be available to answer any questions and to report any irregularities directly to your System Test Coordinator.</p>
AFTER TESTING	
Receive and Verify Test Materials	<ul style="list-style-type: none"> • ALL <i>Student Test Booklets</i> and <i>Student Answer Documents</i>, used and unused, must be returned. • Verify that the number and barcodes returned match the test booklets distributed as indicated on the Test Booklet Security Form. • Report any missing materials to the System Test Coordinator immediately. • Sign the <i>School Security Checklist</i> to document that all materials have been returned and retain a copy for your files. • All scratch paper must be returned.
Inspect Student Answer Documents and Complete Forms	<p>Make sure no answer documents have been left in test booklets.</p> <p>The <i>Student Answer Documents</i> are machine-scannable documents. To be properly scanned, each answer document must be free of stray marks. The documents must not be folded, stapled, taped, or torn.</p> <p>Check the accuracy of answer document gridding. Verify that all demographic information is complete and accurate. If labels are not used, complete any missing information.</p> <p>Please remind teachers to transfer answers to the answer document for students with the accommodation of marking answers in the test booklet.</p>

AFTER TESTING continued	
Inspect Student Answer Documents (continued)	<p>Separate answer documents for delivery to System Test Coordinators as follows:</p> <p>Stack 1: All completed <i>Student Answer Documents</i></p> <ul style="list-style-type: none"> • Make sure that all <i>Classroom Identification Sheets</i> are complete and accurate. Verify that the number of answer documents being returned for scoring matches the count on the <i>Classroom Identification Sheet</i>. • Check accuracy of student coding. • Check PTNA bubble—the bubble should not be marked if the student has bubbled answers on the document. • Separate each stack with a paper band.
Return Test Materials	<ul style="list-style-type: none"> • Package all materials in the original packing boxes and return to the System Test Coordinator. • <i>Student Answer Documents/Secure Materials</i> (Stacked bottom to top) <ul style="list-style-type: none"> – Completed <i>Student Answer Documents</i> with <i>Classroom ID Sheets</i> – Voided <i>Student Answer Documents</i> (banded and labeled) – Scratch paper • Test Booklets (in original boxes) <ul style="list-style-type: none"> – Used and Unused <i>Student Test Booklets</i> – <i>School Security Checklists</i> (on top)

CHECKLIST FOR SCHOOL TEST COORDINATORS

BEFORE TESTING

- Attend training session for School Test Coordinators.
- Coordinate the notification of students and parents about the testing program.
- Receive and verify materials from the System Test Coordinator. If additional materials are needed, call the System Test Coordinator immediately.
- Organize and lock your materials in a secure location.
- Schedule and conduct training of Examiners and Proctors.
- Assemble and distribute classroom materials:
 - *Student Test Booklet*, one per student
 - *Student Answer Documents*, one per student
 - *Examiner's Manual*, one per examiner
 - *Classroom Identification Sheet*, one per EOCT class
- Carefully read the *Test Coordinator's Manual*.
- Provide State Required Codes and FTE and GTID numbers as appropriate for each student. GTID numbers are required for EOCT processing.
- Read all directions for test administration in the *Examiner's Manual*.

DURING TESTING

Monitor test administrations.

- Examiners and/or Proctors should evaluate and approve all calculator use for any course allowing the use of a calculator.
- Assist Examiners as needed.
- Notify System Test Coordinator of any testing irregularities.

AFTER TESTING

Collect and verify all test materials.

- Verify the number of EOCT *Student Test Booklets*.
- Verify that the barcodes on the *Student Test Booklets* match those on the *School Security Checklist*.
- Verify the completion of the *Classroom Identification Sheet*.
- Sign the *School Security Checklist* to document that every assigned test booklet and answer document has been returned to the System Test Coordinator. Make a copy of the form for your files.
- Inspect answer documents for complete and accurate gridding of student demographics. GTID must be provided.
- Insure the accuracy of the *Classroom Identification Sheet*.
- Insure the accuracy of the *School Security Checklist*.
- Return all *Student Answer Documents* and the *Classroom Identification Sheet*.
- Return all test materials to the System Test Coordinator packaged according to the list on page 19.
- Assist the System Test Coordinator with packaging the answer documents and test booklets for shipment.



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Test Coordinator



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