

## **Clinch County System Assessment Procedures**

The Clinch County School System follows all guidelines and procedures according to Georgia Department of Education and local implementation. Dr. Kay Hinson serves as System Test Coordinator; School Test Coordinators and school administrators work closely with her to see that all guidelines and procedures are followed. The Clinch Testing Plan document is available for parent and community review at the Central Office of Clinch County School System and at each school.

Annually, all system administrators, school level administrators, School Test Coordinators, and Assistant School Test Coordinators are given training by the System Test Coordinator. Training includes, but is not limited to, training on GaDOE's Student Assessment Handbook, Accommodations Manual, state assessment policies and procedures, local policies and procedures, school-level procedures, and Code of Ethics. Information received from Webinars and GaDOE Bulletin Updates, and any other relevant information received during the year is provided by the System Test Coordinator to the principal and School Test Coordinator of each applicable assessment. Accommodations documented in IEP, 504 Plan, and/or ELL TPC Plan are provided to applicable students.

Different assessments are ordered in different ways and from different sources. Files indicating where to order each assessment are on file in System Test Coordinator's office. Materials are ordered based on student enrollment for each particular assessment. When test materials are received, System Test Coordinator inventories and counts all materials that arrive.

When School Test Coordinator gets assessment materials from System Test Coordinator, she signs and dates the Test Distribution Form that remains in the office of the System Test Coordinator. When materials are returned to the System Test Coordinator, the Test Distribution Form is signed and dated to indicate materials are being returned. At all times, both at Central Office and at each school, testing materials are stored in locked, secure areas.

School-level Training is provided for all test examiners and proctors. All school administrators and other personnel with PSC certification receive mandatory training as well. Students are tested according to GaDOE guidelines. Applicable documentation is maintained and reported to GaDOE as required.

When scores are received by the system (either by mail or through the secure GaDOE portal), the System Test Coordinator notifies the superintendent. If there is a meeting of the Board of Education meeting soon, the scores are first reported to Board members; the following day, the scores are released to the school principal. If there is not a Board meeting soon, a letter is written to Board members explaining which scores have arrived and the urgency for sending the scores to the school principal; then the scores are released to the school principal. School principals and School Test Coordinator release student score reports to students to take home to parents.

If there is a breach of test security or a violation of acceptable procedures relating to testing, appropriate authorities are notified. This includes School Test Coordinator, principal, System Test Coordinator, superintendent, Georgia Department of Education, and, if applicable to Professional Standards Commission. Directions from GaDOE and PSC are followed by system personnel. Documentation concerning breaches in security are maintained in the office of the System Test Coordinator.

Summary data for each state assessment is provided to the Board of Education and superintendent during their meeting. Annually, the system-level assessment scores for state required assessments are placed in the Chalktalk, a local publication that is given to each Clinch County student and placed in the Clinch County News, which is the official newspaper for the school system.