

# Regulation

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries: Policy IJ**

**Responsible Office: DIVISION OF ACCOUNTABILITY, ASSESSMENT, AND RESEARCH**

### **TEST ADMINISTRATION AND DATA REPORTING**

#### **A. PURPOSE**

To establish fair and consistent guidelines to ensure that the test administration of federal- and state-mandated assessments as well as the College Board PSAT and AP examinations are secure, valid, and reliable. To institute a guiding principle that will promote the highest standard of testing integrity and ethics by educators and students. To ensure that the standardization, fairness, and equity in testing and accurate reporting of test data in Anne Arundel County Public Schools (AACPS) are followed as outlined in the *Code of Maryland Regulations* (COMAR) and in compliance with Board of Education Policy IJ.

#### **B. BACKGROUND**

In order to ensure accountability for student learning and to meet federal and state reporting requirements, the Maryland State Board of Education (MSBE) requires the administration of assessments in schools throughout the state as referenced in COMAR. To ensure that these assessments are properly administered and results accurately reported, MSBE requires each local school system to establish policies and procedures governing test administration, data reporting, and test procurement for all assessments administered by or through MSBE. AACPS policies and regulations will also be applicable to the College Board PSAT and AP examinations administered through AACPS.

#### **C. DEFINITIONS**

1. *Maryland State Department of Education* (MSDE), under the leadership of the State Superintendent of Schools and guidance from MSBE, develops and implements standards and policies for education programs from pre-kindergarten through high school.
2. *College Board* is the vendor who provides the PSAT and Advanced Placement (AP) examinations to AACPS.
3. *Local School System* refers to the Anne Arundel County Public Schools (AACPS), including special schools and institutions that use assessments administered on behalf of AACPS.

4. *Local Accountability Coordinator (LAC)* is the person designated in the Testing Office to oversee the administration of federal- and state-mandated assessments, as well as the College Board PSAT and AP examinations for AACPS.
5. *School Testing Team* is comprised of the Principal and all other staff members who are involved in the administration of federal or state-mandated assessments or College Board examinations.
6. *School Test Coordinator (STC)* is the state certified staff member designated by the Principal to oversee the administration of the federal- and state-mandated assessments, as well as the College Board examinations within a school.
7. *Test Examiner* is an eligible staff member designated to administer the aforementioned assessments or examinations to the students and is responsible for communicating any questions, concerns, suggestions, clarifications, or testing incidents to the STC.
8. *Proctor* is an eligible staff member who works under the direct supervision of a STC. A Proctor, who is not eligible to be a Test Examiner, is not allowed to perform any of the duties assigned to the Test Examiner.
9. *Accommodator* is an eligible staff member who provides the accommodation(s) to student(s) as identified in the student's IEP, 504 Plan, or ELL Plan during the administration of the aforementioned assessments or examinations.
10. *Test administration* means the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the local school system Testing Office, MSDE or its agents, or the College Board.
11. *Testing incident* is when an event/situation takes place before, during, or after the administration of an assessment that may violate the policies and/or procedures of a test administration. Testing incidents are reported to the LAC.
12. *Test security violation* is a term used to describe a testing incident that may impact the security, validity, and/or reliability of a test administration. Test security violations are investigated by the LAC and reported to MSDE or the College Board.
13. *Testing Incident Report Process* was developed by AACPS and approved by MSDE to outline the appropriate steps and suggested timeline to follow when investigating a testing incident that involves AACPS employee and student misconduct.

#### **D. PROCEDURES**

1. The LAC is responsible for overseeing the administration of the aforementioned assessments and examinations, but not limited to:

- a. Working closely with MSDE and its vendors on the Maryland School Assessment Programs;
  - b. Providing on-going communication and support to administrators and STCs on all aspects of federal- and state-mandated assessments and College Board examinations before, during, and after test administrations;
  - c. Serving as a resource for questions and updates regarding the Code of Ethics, COMAR, student participation, exemptions, accommodations, test security policies and procedures, test materials, accountability, and other related testing matters;
  - d. Conducting in-service workshops and trainings for Principals, STCs, and other AACPS personnel on test administration, test security policies and procedures, and data-reporting;
  - e. Overseeing the archiving and auditing of the documentation binders.
  - f. Collaborating with and supporting the Special Education and Curriculum Division (ELL Office and 504 Office) on the implementation of accommodations during assessments and examinations;
  - g. Collaborating with the Technology Department and the Student Data Office on the accuracy of the data-reporting of results related to assessments and examinations;
  - h. Receiving and distributing scores and reports associated with the assessments and examinations;
  - i. Investigating the reported test security violations involving suspected educator or student misconduct to ensure the integrity of each test administration as outlined in the Testing Incident Report Process;
  - j. Reporting the findings of the test investigations and suggested sanctions to the MSDE or College Board as outlined in the Testing Incident Report Process; and
  - k. Communicating the recommended sanctions determined by the MSDE or College Board for testing violations with the Chief School Performance Office as outlined in the Testing Incident Report Process.
2. The Principal is responsible for the test administration, accuracy, and verification of data reporting for the aforementioned assessments and examinations, but not limited to:
- a. Identifying an Assistant Principal (or certified staff member for elementary schools without an assistant Principal) as the STC;

- b. Hiring a STC at the high school-level;
  - c. Ensuring that system-wide test administration activities within the school are carried out according to the policies and procedures outlined by the Testing Office, MSDE, COMAR, and the College Board, etc.;
  - d. Being knowledgeable about the Maryland School Performance Program as it pertains to Adequate Yearly Progress (AYP), AYP appeals process, Attendance Rate, Graduation Rate, and Participation Rate;
  - e. Planning school-based test administration training with the STC;
  - f. Reviewing the guidelines for excusing and exempting students from Maryland Assessment Programs and the College Board examinations;
  - g. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the Executive Director of Accountability, Assessment and Research and the Testing Office, as outlined in the Testing Incident Report Process;
  - h. Communicating test information to faculty, school staff, students, parents, and community members via newsletters, staff bulletins, etc.;
  - i. Updating students' cumulative records (SR4 card) with the most recent assessments or examinations results;
  - j. Distributing each student's test results to the parents/guardians;
  - k. Making individual student test data available only to the student, the parents/legal guardians of the student, the teacher(s), and other personnel with specific responsibility for helping the student;
  - l. Providing an opportunity for discussion of school results with staff as well as with parents/guardians; and
  - m. Analyzing student and school results in terms of instructional implications and implementing necessary changes.
3. The STC is responsible for the test administration, accuracy, and verification of data reporting for the aforementioned assessments and examinations, but not limited to:
- a. Serving as the liaison between the Testing Office and the school;
  - b. Attending the mandatory test administration workshops for each assessment provided by the Testing Office;

- c. Planning school-based test administration training with the Principal;
  - d. Training Test Examiners, Proctors, and Accommodators in the proper test administration, and test security policy and procedures for each assessment;
  - e. Providing on-going communication and support to the testing team before, during, and after the administration of the aforementioned assessments and examinations;
  - f. Collaborating with the school-based Guidance Office, Special Education Department, 504 Specialists, ESOL Office, and other instructional departments to properly identify the students that will participate in the aforementioned assessments and examinations;
  - g. Collaborating with the school-based Guidance Office, Special Education Department, 504 Specialists, ESOL Office, and other instructional departments to identify the appropriate accommodations needed by the students during the administration of the aforementioned assessments and examinations;
  - h. Requesting, receiving, inventorying, and storing of test materials in a secure and locked location;
  - i. Receiving and verifying results/reports from each assessment; and
  - j. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the Principal and the Testing Office, as outlined in the Testing Incident Report Process;
4. The Test Examiners are designated by the Principal and STC. Their specific responsibilities include, but are not limited to:
- a. Attending the school-based training provided by the Principal and STC ;
  - b. Signing the Test Administration and Certification of Training Form and Non-Disclosure Agreement;
  - c. Communicating any questions, concerns, suggestions, or clarifications to the STC ;
  - d. Reviewing the manuals and ancillaries *prior* to the actual administration of the assessments;
  - e. Reviewing the list of students receiving accommodations;
  - f. Verifying that students receiving accommodations are grouped appropriately;

- g. Overseeing the duties performed by the Proctor;
  - h. Reading the directions to the students exactly as given in the manuals or other ancillaries;
  - i. Notifying the STC of suspected testing infractions;
  - j. Following the established procedures for receiving, packing, and returning test materials to the STC ; and
  - k. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the Principal, STC and the Testing Office, as outlined in the testing Incident Report Process;
5. The Principal and the STC identify those staff members eligible to serve as Proctors for each assessment. The Proctor works under the direct supervision of the Test Examiner. A Proctor who is not eligible to be a Test Examiner is not allowed to perform any of the duties assigned to the Test Examiner. Specific responsibilities of Proctors include, but are not limited to:
- a. Attending the mandatory school-based training provided by the Principal and STC ;
  - b. Signing the Test Administration and Certification of Training Form and Non-Disclosure Agreement;
  - c. Reviewing the manuals and ancillaries *prior* to the actual administration of the assessments;
  - d. Distributing test materials (test/answer books, scratch paper, rubrics, rulers, calculators, etc.) to the students;
  - e. Checking that students are working in the correct section of the assessment, as assigned;
  - f. Collecting test materials from the students;
  - g. Escorting students to/from the classroom;
  - h. Assisting the Test Examiner with sorting of test materials; and
  - i. Reporting suspected infractions to the Test Examiner, STC , Principal, or Testing Office.
6. The Principal and the STC identify those staff members eligible to serve as Accommodators for each assessment. Since an Accommodator may serve as a student’s one-on-one or small group Test Examiner, this person should be a

certified staff member or a contracted employee. It is helpful to the student if the Accommodator is someone that regularly provides them with their accommodations. In cases where this is not possible, the Accommodator must be given specific training on how to administer the appropriate accommodation(s) to the student. Specific responsibilities of Accommodators include, but are not limited to:

- a. Attending the school-based training provided by the Principal and STC;
  - b. Signing the Test Administration and Certification of Training Form and Non-Disclosure Agreement;
  - c. Reviewing the manuals and ancillaries *prior* to the actual administration of the assessments;
  - d. Providing the appropriate accommodations to the student; and
  - e. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the Principal, STC, and the Testing Office, as outlined in the Testing Incident Report Process;
7. The Department of Curriculum may provide eligible staff members to serve as Accommodators (Human Reader or Scribe), Proctors, or for classroom coverage. These eligible staff members can only serve as a Test Examiner, if mutually agreed upon by the Department of Curriculum and the Testing Office.

***Regulation History:***

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*Note previous regulation history: New Regulation*