

POLICY

Queen Anne's County Public Schools

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POLICY TITLE: Test Administration and Dissemination of Test Data		
ADOPTION/EFFECTIVE DATE: April 8, 2015	MOST RECENTLY AMENDED: 	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction		

A. Purpose

To establish the purpose of and responsibilities for system-wide and school-based test programs and system wide end-of-course examination.

B. Policy Statement

Assessments shall be administered in accordance with the requirements of Maryland State Department of Education and procedures established within this policy and with a high level of security to ensure an appropriate testing environment, the integrity of the assessment and the accuracy of the data produced by the assessment. The test administration shall be conducted in such a way that prevents, mitigates and reports any irregularities arising at any time before, during or after testing.

C. Rationale

Assessment is an important part of students' educational program and test validity and reliability, both of which rely on strict adherence to standardized testing procedures. Schools have a responsibility in following all test security and test administration procedures when administering state-mandated assessments. Further, schools must comply with all requirements as outlined in Section 13A.03.04 of the Code of Maryland Annotated Regulations (COMAR). It is the responsibility of all educators to see that proper testing environments and conditions are observed. Everyone has an important role to play - superintendents, administrators, test coordinators, test examiners, teachers, accommodators and students.

In accordance with COMAR 13A.03.04, it shall be the policy of the Queen Anne's County Public Schools that adequate provisions be made for the security of state mandated and county developed testing materials and the testing process itself and for the accuracy of its data reporting. Specifically to be included are:

- Maryland High School Assessment program tests (HSA)
- Maryland School Assessment Program tests (MSA)

- Partnership for Assessment of Readiness for College and Careers (PARCC)
- Teacher Certification Tests
- Other test instruments required by the Maryland State Board of Education
- County-developed formative and summative assessments
- Other assessments administered by Queen Anne’s County Public Schools, including but not limited to, Advanced Placement Exams, SAT, PSAT, ReadStep, and CogAT assessments

D. Definitions

- 1. Formative Assessments** are used to monitor student learning and to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning.
- 2. Local Assessment Administration Manual (LAAM)** is a procedural guide for the proper handling, administration, and processing of county based tests. This document provides guidance for test coordinators and test administrators.
- 3. Maryland High School Assessment (HSA)** Algebra/Data Analysis, Biology, English, and Government – are based on the Maryland Core Learning Goals, which clearly outline course content and learning objectives for each subject area. The content covered in HSA-related courses and on an HSA test is a basic level of knowledge that will be built on as a student continues his/her education. The Algebra/Data Analysis and English Assessments will be discontinued after July 2015. Maryland School Assessment (MSA) is a test of science achievement. This test provides educators, parents, and the public valuable information about student, school, school system, and state performance.
- 4. Maryland School Assessment Science (MSA)** is a test of science achievement. This test provides educators, parents, and the public valuable information about student, school, school system, and state performance.
- 5. Partnership for Assessment of Readiness for College and Careers (PARCC)** are high quality, computer-based assessments for student in grades 3 – 12 in Mathematics and English Language Arts/Literacy. They are carefully crafted to give teachers, schools, students and parents better and more useful information on how well we’re preparing our students for their futures.
- 6. Summative Assessments** are used to evaluate student learning at the end of an instructional unit by comparing it against a set standard or benchmark.

- 7. Secure Materials** Test Books, Kurzweil CDs, Picture Descriptions for braille administration, used Answer Sheets, used Algebra/Data Analysis Formulas Sheets, used Government HSA Constructed Response Rubric Sheets, used Chemistry formula sheets and periodic tables, used scratch paper, used graph paper, Student Authorization Tickets (for online testing), Proctor Authorization Tickets (for online testing Read-Aloud sessions), Seal Codes (for online testing), Electronic items.
- 8. Non-Secure Materials** Test Administration Manuals and Test Coordination Manuals, Test Examiner's Manuals, Teacher Directions, unused Answer Sheets, unused Algebra/Data Analysis Formulas Sheets, and unused Government HSA Constructed Response Rubric Sheets, unused Chemistry formula sheets and periodic tables.

E. Implementation

- 1. Staff Responsibilities:** The Local Accountability Coordinator (LAC) will be designated by the Superintendent and the coordinator's name provided to the Maryland State Department of Education. The coordinator shall be charged with implementing appropriate provisions for the security of materials and the storage of all secure tests, answer documents, test materials, and secure online passwords before, during and after testing.

Provisions shall be made by the LAC to ensure that individuals administering the tests shall adhere to all procedures specified in coordination and administration manuals provided by Maryland State Department of Education for state mandated testing programs. In addition, with the distribution of test materials all School Test Coordinator's (STC) and test administrators will be informed that it is a violation of state regulations for anyone to knowingly and willfully:

- a. Give examinees access to secure test items or materials before testing; copy, reproduce, or use in any manner inconsistent with test security regulations, all or any portions of a secure test booklet or a secure administrator's manual or both;
- b. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
- c. Coach examinees during testing or alter or interfere with examinees' responses in any way;
- d. Fail to follow security regulations for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during and after testing;
- e. Participate in, direct, aid, counsel, encourage, or fail to report any of the prohibited acts listed above or fail to follow procedures published in test administration manuals; or

- f. Refuse to disclose information regarding test security violations.

It is also a violation for any person or school to knowingly and willfully:

- g. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the Maryland State Board of Education, as well as all other data elements reported to the Maryland State Department of Education as part of its Maryland School Performance Program initiatives;
- h. Exclude a student or students from participation in mandatory tests administered by or through the Maryland State Board of Education except as provided for in MSDE assessment guidelines.

Possession of a cell phone or other mobile electronic devices in a testing area, not authorized for use in taking or administering the assessment, is a violation for students and staff. The Test Examiner/Administrator may keep a cell phone in his/her desk or some other secure location. However, the cell phone must be turned off.

Procedures and requirements for county based summative and formative assessments are specified in the Local Assessment Administration Manual. This document is available on the Queen Anne's County Public Schools website or can be obtained directly from the LAC.

The LAC shall report to the Queen Anne's County Superintendent and MSDE Test Security Officer, any violations of test security or data reporting. Violations may result in employee reprimands, the suspension or revocation of an individual's teaching certificate, invalidation of test results, or the withholding of funds by the Maryland State Department of Education.

- 2. Student Responsibilities:** A student, who knowingly causes, allows or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any test shall have the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which result in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

3. Dissemination of Test Results: Individual test results from the state and other standardized assessments, will be distributed to each student's parent/legal guardians. Individual student test data will be made available to the student, the parent/legal guardians of the student, the teacher(s), principal, counselor, administrative staff, and other professional personnel.

School and system level test results will also be distributed via other formats such as, but not limited to: the Queen Anne's County website; MDReportcard.org; newspaper/media releases; county generated reports/status letters; MSDE (Maryland State Department of Education) generated home reports.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy by August 2018. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

COMAR. Annotated Code of Maryland, Title 13A - State Board of Education. Subtitle 03 - General Instructional Programs. Chapter 04 Test Administration and Data-Reporting Policies and Procedures.

Maryland State Department of Education. (2014). HSA: High School Assessment Program. School Improvement in Maryland: http://mdk12.org/assessments/high_school/index.html

Maryland State Department of Education. (2014). Maryland Report Card. <http://mdreportcard.org/>

Queen Anne's County Public Schools. (2014). Local Assessment Administration Manual. Queen Anne's County Public Schools:
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