



THOMAS COUNTY SCHOOLS

Dr. Lisa Williams, Superintendent

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School Test Security Procedures

Universal Notice

The Thomas County School System provides universal notice of test security procedures via the district website and via printed materials in Title I parent resource centers in each Title I school.

Test Security Procedures

In the fall of each school year, all faculty members involved with standardized testing receive training that outlines the “must do” and “must not do” activities related to testing based on the current year’s version of the GADOE student assessment handbook. Test security and potential consequences for procedure violations/cheating are covered in detail as part of the ethics training module that all staff complete in the fall of each school year.

Immediately prior to administration of any standardized test, school test coordinators conduct a detailed training session that outlines school-based procedures, schedules, and activities during the testing window. Specific procedures for reporting events that deviate from the testing protocol (such as testing irregularities, cheating, etc.) are in place at each school. As soon as a school employee becomes aware of an occurrence that deviates from testing protocols, he or she is obligated to make an immediate report to the school test coordinator. The School testing coordinator informs the system test coordinator. The school test coordinator completes a thorough investigation and files required reports with the system test coordinator. The system test coordinator reports the incident to proper authorities in the assessment division of the Georgia Department of Education and implements corrective actions as instructed. The system test coordinator is responsible for informing the Superintendent of incidents of testing irregularities.

Violations of testing protocols may result in adverse employment actions which include filing notice with the Professional Standards Commission, issuance of reprimands, suspensions, or termination. Such actions are instituted on an individual case basis according to the results of investigations, and directives from the Superintendent of schools and/or from the Georgia Department of Education.

Revision date: 6.4.19

Board of Education

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