Chickamauga City Schools
Testing Ethics and Test Security Procedures

The purpose of the Georgia Student Assessment Program is to measure the level of student achievement of the state-adopted curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and areas of improvement in order to establish priorities in planning educational programs. In order to fulfill the purpose and maintain integrity of the statewide assessment program, test security must be established. Occurrences that violate test security risk damage to test integrity and could result in the invalidation of a system's test scores.

The Professional Standards Commission adopted an updated **CODE OF ETHICS FOR EDUCATORS** effective 2009. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct. While the entire Code of Ethics for Educators is critical, the following standard addresses testing specifically:

> **Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:**
> 1. **Committing any act that breaches test security; and**
> 2. **Compromising the integrity of the assessment.**

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 or handling of tests and will be treated as such.

Below is a list of activities which might compromise test security or score validity. Please note that this list is not exhaustive. A breach of test security includes but is not limited to the following.

1. Coaches examinees during testing, or alters or interferes with examinees' responses in any way;
2. Gives examinees access to test questions or prompts prior to testing;
3. Copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
4. Makes answers available to examinees;
5. Reads or reviews test questions before, during or after testing;
6. Questions students about test content after the test administration;
7. 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);
8. Uses or handles secure test booklets and answer documents for any purpose other than examination; (i.e. teacher takes a test home to review, teacher/administrator reads a test booklet after school, etc…).
9. Fails to follow administration directions for the test;
10. Fails to properly secure and safeguard pass codes/usernames necessary for online test administration;
11. Participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts;
12. Erases, marks answers, or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such 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.

Testing Irregularities
It is the responsibility of all personnel in the local system to follow protocol as they become aware of testing irregularities. Security breaches and testing irregularities can have long-reaching impact on students, schools, and systems, as well as upon any personnel who might be responsible for causing or contributing to any circumstance leading to a testing irregularity.

Examples of testing irregularities include, but are not limited to the following.

1. Examinees' test booklet or answer sheets are lost;
2. Copying of (by machine or in handwriting) or verbal communication about test content;
3. Failure to create an appropriate test environment (e.g., bulletin board which contains relevant instructional materials is visible by students during the test session);
4. Teachers assisting students with answers during the test session;
5. Actual or cloned test items presented to students before, during, or after the test session (except released test items or items in the OAS);
6. Testing session disruption for any reason; student cheating (i.e. sharing answers, using electronic devices to copy, send, share answers or test information);
7. Use of computer, cell phone or classroom phone during the test session;
8. Sends a text message or email message during the test session;
9. Fails to "circulate and check" students to prevent cheating, use of unauthorized calculator, going ahead to next test or changing answers from previously completed tests.

Cell Phone Use on Georgia Standardized Assessments
Students are not permitted to use or bring into the testing environment any electronic device that could allow students access to information. An announcement should be made prior to testing that such devices are not allowed in the testing environment. Such items brought into the testing environment should be collected and secured by the examiner prior to testing and returned only after students have turned in all testing materials. Examiners and proctors should watch for students having and/or using such devices and collect them before testing begins. In the event a student brings such a device into the testing environment, the examiner and/or proctor should collect the device and allow the student to continue testing.

Any signs of testing irregularity or security breaches must be dealt with immediately.

1. Test examiner contacts the School Testing Coordinator.
2. School Testing Coordinator communicates with the System Test Coordinator about a possible testing irregularity or security breach.
3. System Testing Coordinator provides guidance to investigate the possible testing irregularity.
4. System Testing Coordinator contacts the GaDOE Assessment Administration Division Assessment Specialist to determine if the test session can/should continue or if student scores must be invalidated (incidences of cheating will result in invalid student scores).
5. A written narrative must be provided by all parties involved in the irregularity.
6. All documentation is returned to the System Test Coordinator.

The examiner and/or proctor should notify the School Test Coordinator immediately. The School Test Coordinator should notify the System Test Coordinator.