

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** IJ, DI, DI-RA  
**Responsible Office:** INSTRUCTIONAL DATA DIVISION

### TEST ADMINISTRATION AND DATA REPORTING

#### A. PURPOSE

To establish fair and consistent guidelines to ensure that the test administration of State-mandated assessments, and other external assessments are secure, valid, and reliable. To institute a guiding principle that promotes 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 corresponding Policy IJ.

#### B. BACKGROUND

In order to ensure accountability for student learning and to meet 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 shall also be applicable to other external assessments administered through AACPS.

#### C. DEFINITIONS

1. ***Accommodator*** – an eligible AACPS staff member who provides the accommodation(s) to student(s) as identified in the student’s Individualized Education Plan (IEP), 504 Plan, or English Language Learner (ELL) Plan during the administration of State-mandated assessments or other external assessments.
2. ***Local Accountability Coordinator (LAC)*** – the AACPS staff member in the Testing Office designated by the Superintendent or the Superintendent’s designee to oversee the administration of State-mandated assessments, as well as other external assessments for AACPS.
3. ***Local School System*** – AACPS, including special schools and institutions that use assessments administered on behalf of AACPS.

4. **Proctor** – an eligible AACPS staff member who works under the direct supervision of a School Testing Coordinator. A Proctor, who is not eligible to be a Test Examiner/Administrator, may not perform any of the duties assigned to the Test Examiner/Administrator.
5. **School Testing Team** – a team comprised of the principal and other staff members who are involved in the administration of all State-mandated assessments or other external assessments.
6. **School Test Coordinator (STC)** – the State certified staff member designated by the principal to oversee the administration of all State-mandated assessments and other external assessments within a school.
7. **Test Administration** – the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the local school system Testing Office, Maryland State Department of Education (MSDE) its agents, or vendors.
8. **Test Examiner/Administrator** – an eligible staff member designated to administer State-mandated assessments or other external assessments to the students. This individual is responsible for communicating any questions, concerns, suggestions, clarifications, or testing incidents to the STC.
9. **Test Security Violation** – 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 vendor.
10. **Testing Incident** – when an event or 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.
11. **Testing Incident Report Process** - the AACPS formal process, approved by MSDE, that outlines the appropriate steps and suggested timeline to follow when investigating a testing incident that involves an AACPS employee or student misconduct.

#### **D. PROCEDURES**

##### **Responsibilities of the Local Accountability Coordinator (LAC)**

The LAC is responsible for overseeing the administration of State-mandated assessments. Other responsibilities include:

1. Working closely with MSDE and its vendors on the Maryland School Assessment;

2. Providing ongoing communication and support to administrators and STCs on all aspects of State-mandated assessments and other external assessments before, during, and after test administrations;
3. Serving as a resource for questions and updates regarding professional ethical standards, COMAR, student participation, exemptions, accommodations, test security policies and procedures, test materials, accountability, and other related testing matters;
4. Conducting in-service training for principals, STCs, and other AACPS staff on test administration, test security policies and procedures, and data-reporting;
5. Overseeing the archiving and auditing of the documentation binders.
6. Collaborating with and supporting the Special Education, English Language Acquisition, and 504 offices on the implementation of accommodations during assessments;
7. Collaborating with the Division of Technology and the Instructional Data Division on the accuracy of the data-reporting of results related to assessments, and maintaining MSDE-imposed data embargoes as required;
8. Receiving and distributing scores and reports associated with assessments;
9. Investigating 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;
10. Reporting the findings of test investigations and suggested sanctions to MSDE or vendor as outlined in the Testing Incident Report Process; and
11. Communicating the recommended sanctions for testing violations determined by MSDE or the vendor, in consultation with the Office of School Performance, as outlined in the Testing Incident Report Process.

### **Responsibilities of the Principal**

The principal is responsible for the test administration, accuracy, and verification of data reporting for the aforementioned State-mandated assessments and other external assessments. Other responsibilities include:

1. Identifying an assistant principal (or certified staff member for elementary schools without an assistant principal) as the STC;
2. Hiring a STC at the high school-level;

3. Ensuring that systemwide test administration activities within the school are carried out in accordance with the policies and procedures outlined by the Testing Office, MSDE, COMAR, and the vendor;
4. Being knowledgeable about the Maryland Accountability Program as it pertains to school performance, graduation requirements, graduation rates, and participation rates;
5. Reviewing school-based test administration training with the STC;
6. Reviewing the guidelines for excusing and exempting students from the Maryland School Assessment and other external assessments;
7. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the LAC;
8. Communicating test information to the administration, school staff, students, parents, and community members via newsletters, staff bulletins, e-mail, social media, and other means of communication;
9. Updating each student's cumulative records, both electronic and paper, with the most recent assessment results;
10. Distributing each student's test results to the parent(s)/guardian(s);
11. Making individual student test data available only to the student, the student's parent(s)/guardian(s), teacher(s), and other AACPS staff with specific responsibility for helping the student;
12. Providing an opportunity for discussion of school results with staff and parents/guardians;
13. Analyzing student and school assessment results in terms of instructional implications and implementing necessary changes; and
14. Attending school-based training provided by the STC.

### **Responsibilities of the School Test Coordinator**

The STC shall be responsible for the test administration, accuracy, and verification of data reporting for State-mandated assessments and other external assessments. Other responsibilities include:

1. Serving as the liaison between the Testing Office and the school;

2. Attending the mandatory test administration training for each assessment provided by the Testing Office;
3. Reviewing the school-based test administration training plan with the principal;
4. Training Test Examiners/Administrators, Proctors, and Accommodators in the proper test administration, and test security policy and procedures for each assessment;
5. Providing ongoing communication and support to the testing team before, during, and after the administration of the State-mandated and other external assessments;
6. Collaborating with the school-based Counseling Office, Special Education, 504 Coordinators, English Language Acquisition Office, department chair, lead teacher, and other instructional departments to properly identify the appropriate accommodations for students who will participate in the State-mandated and other external assessments;
7. Requesting, receiving, inventorying, and storing test materials in a secure and locked location;
8. Preparing for online testing with vendors;
9. Receiving and verifying results and reports from each assessment; and
10. Following procedures for reporting suspected testing incidents related to student or educator misconduct to the principal and the LAC, as outlined in the Testing Incident Report Process.

### **Responsibilities of the Test Examiner/Administrator**

The Test Examiners/Administrators shall be designated by the principal and STC. The responsibilities of the Test Examiner/Administrator include:

1. Attending the school-based training provided by the principal and STC;
2. Signing the *Test Administration and Certification of Training Form* and *Non-Disclosure Agreement*;
3. Communicating any questions, concerns, suggestions, or clarifications to the STC;
4. Reviewing the manuals and ancillaries prior to the actual administration of the assessments;

5. Reviewing the list of students receiving accommodations;
6. Overseeing the duties performed by the Proctor;
7. Reading the directions to the students exactly as given in the manuals or other ancillaries;
8. Notifying the STC of suspected testing infractions;
9. Following the established procedures for receiving, packing, and returning test materials to the STC; and
10. 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.

### **Responsibilities of the Proctor**

The principal and the STC shall identify AACPS staff members eligible to serve as Proctors for each assessment. The Proctor works under the direct supervision of the Test Examiner/Administrator. A Proctor who is not eligible to be a Test Examiner/Administrator may not perform any of the duties assigned to the Test Examiner/Administrator. Responsibilities of Proctors include:

1. Attending the mandatory school-based training provided by the principal and STC;
2. Signing the *Test Administration and Certification of Training Form* and *Non-Disclosure Agreement*;
3. Reviewing the manuals and ancillaries prior to the actual administration of the assessments;
4. Distributing test materials, such as tests, answer books, scratch paper, rubrics, rulers, and calculators, to the students;
5. Checking that students are working in the correct section of the assessment, as assigned;
6. Collecting test materials from the students, whether electronic or in paper format;
7. Escorting students to and from the classroom;
8. Assisting the Test Examiner/Administrator with sorting of test materials; and

9. Reporting suspected infractions to the Test Examiner, STC, principal, or Testing Office.

### **Responsibilities of Accommodators**

The principal and the STC identify the AACPS 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/Administrator, this individual shall be a certified staff member or a contracted employee. It is helpful to the student if the Accommodator is someone that regularly provides the student with the accommodations. In cases where this is not possible, the Accommodator shall be given specific training on how to administer the appropriate accommodation(s) to the student. Responsibilities of Accommodators include:

1. Attending the school-based training provided by the principal and STC;
2. Signing the *Test Administration and Certification of Training Form* and *Non-Disclosure Agreement*;
3. Reviewing the manuals and ancillaries prior to the actual administration of the assessments;
4. Providing the appropriate accommodations to the student; and
5. 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;

### **Central Office Staff**

Central Office staff with a current MSDE-issued certification may be assigned to assist with test administration. Eligible Central Office staff may only serve in the following capacities:

1. A Test Examiner/Administrator;
2. A Proctor;
3. An Accommodator; or
4. To provide classroom coverage for a teacher who is administering a test.

**Regulation History:** Developed by Superintendent 06/02/10  
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**Note Previous Regulation History:** None