

PROCEDURES FOR STATE/COUNTY TESTING

The following procedures are to be implemented in order to maintain test security and to properly administer the tests in accordance with the West Virginia Testing Program Code of Ethics.

DISTRIBUTION AND SECURITY OF TESTING MATERIALS

1. Test materials are to be stored under lock and key prior to and following administration.
2. Before test administration, materials are to be counted and distributed in an orderly fashion according to instructions provided with the test.

An inventory of testing booklets serial numbers, distributed to schools, is to be maintained by the county testing coordinator and entered on a test inventory form. Principals are required to verify receipt of the test booklets by signing the test inventory form, and providing the testing coordinator a copy of the signed form.

Any breach of security, loss of materials, or other deviation from acceptable security procedures must be reported to the principal, county test coordinator, and the county superintendent.

Upon receipt and verification of all test booklets being returned from each school to the central office, the county testing coordinator shall sign the inventory form verifying that all testing booklets have been returned from the school and that the booklets are being placed back into the locked inventory of testing materials.

6. Access to test booklets is to be restricted to the test administration period. Test booklets or questions are not to be copied or paraphrased.
7. Test booklets should be distributed to those persons administering the test no **earlier than** 3 days prior to the testing.
8. School personnel responsible for the testing program will be properly instructed in test administration procedures.

TEST ADMINISTRATION PROCEDURES

1. Administrators of standardized tests must rigorously follow the appropriate administrative procedures. Responsibilities include establishing a positive environment.

Students and parents are to be: (1) given proper notification before testing (2) provided information on the purposes of the test and use of the test results and (3) encouraged to follow test preparation procedures.

3. Students should be taught test-taking skills rather than taught specific content. Test materials indicating reproduction or modifications should not be used.

The testing environment is to be reasonably comfortable and well lighted. There should be minimal opportunity for distraction. All materials to be used by students should be readable and understandable. Testing sessions must be monitored to ensure students' comfort as well as to maintain proper

SUMMERS COUNTY BOARD OF EDUCATION POLICY

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Reference: Board Minutes

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administrative procedures.

5. The West Virginia State requirements to test all students in various grade levels will be strictly enforced.
6. A determined effort shall be made to administer a make-up test to those students not tested during the regular test administration.
7. All testing must be completed during the designated test periods.
8. Test booklets shall be used only in conjunction with the State/County Testing Program. All provisions of the state wide testing Code of Ethics will be followed in the use and storage of test booklets.
9. Test booklets shall be inventoried by the county test coordinator and stored in a secure location.
10. Designated staff (county or school) who has been provided in-service training experience in administering the test instruments of this program shall administer the testing program.
11. Summers County shall provide staff development programs in test administration, interpretation and use for all appropriate central office and school building level professional staff.
12. All students and parents/guardians of those students, who participate in the State/County Testing Program, shall be informed of the individual student test results and be provided the opportunity for explanation and interpretation of said results by trained professional staff within the schools and county.
13. All teachers shall be provided norm-referenced and item data for the students in their school and/or classroom for the areas of instruction for which they are responsible. Other professional staff in the school may access the test results for individuals and groups of students for the purposes of instructional planning.