

Test Distribution and Storage

Test booklets, answer documents, Examiner's Manuals, School Test Coordinator's Manuals, and System Test Coordinator's Manuals arrive at the RCPS warehouse two to three weeks prior to the test dates depending upon the assessment. Manuals are available on the GaDOE web site prior to testing. All testing materials are stored in a secure central location at the warehouse.

The School Test Coordinator and School Principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools. Tests are distributed to schools by grade and for the exact number of students (with a small surplus for emergencies). The System Test Coordinator oversees distribution of test materials to the School Test Coordinator approximately two weeks prior to the first date of testing. During this period, teacher orientations or workshops must be conducted.

Whenever tests or administration materials are not in use, they must be stored in a secure locked location with restricted access. No student, teacher, or other school personnel may have access to test booklets or questions prior to testing. Tests must be returned to the System Test Coordinator by the assigned due date, which is normally one day upon conclusion of the last day of testing. The System Test Coordinator must implement an accounting system between the central location and the school, and then back to the central location. The System Test Coordinator will ensure that only appropriate personnel will have access to testing materials. Procedures for disposing of and securing materials are specific to each program.

Consult the System Test Coordinator's Manual for each test for specific instructions regarding return of test material procedures.