Training Procedures

The System Test Coordinator trains all system/school personnel involved in test administration, including School Test Coordinators, examiners, proctors, the system Special Education Coordinator (on the administration of the GAA), the system ESOL Coordinator (on the administration of ACCESS for ELLs/Alternate ACCESS), and any others who have responsibilities related to testing and/or testing materials.

School Test Coordinators are required to attend the system training sessions scheduled for each assessment.

To ensure that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security, School Test Coordinators are to provide sign-in sheets and rosters as well as training agendas or powerpoints showing that training took place in each school. Attendance at training must be mandatory and well-documented. Untrained examiners must not be allowed to test. It is highly recommended that everyone in the school be trained to administer assessments in the event of being needed to step in to a classroom.

All testing procedures as described in the School Test Coordinators manual and Examiner's manual must be followed at all times. It is the responsibility of all personnel in the system or school 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 missing test booklets; copying of (by machine or in handwriting) or verbal communication about test content; failure to create an appropriate test environment (e.g., relevant teaching aids visible by students during the test session); teachers assisting students with answers during the test session; actual or cloned test items presented to students before, during, or after the test session (except released test items or items in the OAS); testing session disruption for any reason; student cheating (i.e. sharing answers, using electronic devices to copy, send, share answers or test information, plagiarism). If any system or school personnel become aware of testing irregularities within the testing window, the School or System Test Coordinator should be called immediately.

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