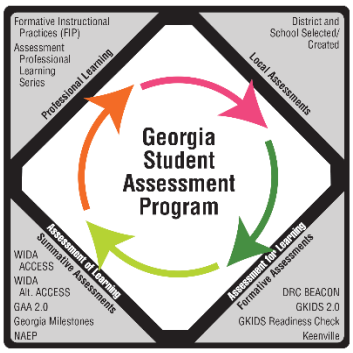
STEPHENS COUNTY
HIGH SCHOOL

Preparing all students for the opportunities & challenges of tomorrow.

Georgia Department of Education
District or School Assessment Plan

District/State Charter School Name	Stephens County School District
School Name	Stephens County High School
System or School Test Coordinator	STC - Dr. Joel Strickland SchTC - Renee Langston
School Year	2026-2027



STEPHENS COUNTY
HIGH SCHOOL

Preparing all students for the opportunities & challenges of tomorrow.

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted academic content standards and to use assessment results to improve teaching and learning. Results from the assessment program are utilized to identify the extent to which students have mastered the state's academic content standards, provide teachers with feedback about instructional practice, and assist school districts in identifying strengths and weaknesses to establish priorities in planning educational programs.

The Georgia Student Assessment Program includes a set of both formative and summative assessments that work together to provide insights to improve teaching and learning. Different stakeholders need different data – the right data – to meet their needs. For example, classroom teachers need detailed, real-time formative data to inform their work with students. In contrast, leaders and policymakers need aggregated, high-level summative data to inform decisions about policy and instructional programs. This balanced approach to assessment provides data for a variety of stakeholders to inform decisions, whether at a policy, district, school, or classroom level to support the improvement of Georgia's education system.

System Test Coordinators (STCs) should create a district-wide plan to ensure the secure administration of assessments and inform all stakeholders to support student learning. Schools should develop a plan that includes state and district policies and local requirements.

The Stephens County High School Assessment Plan outlines state testing requirements and procedural safeguards for employees and students in regard to assessments. Student achievement is of the utmost importance for the students of Stephens County High School. Educators are responsible for abiding by the Georgia Educator Code of Ethics outlined on the Georgia Professional Standards Commission website, Stephens County Board of Education policies, and any procedures established to ensure compliance with the Georgia Department of Education Student Assessment Handbook. The Georgia Department of Education Testing and Assessment webpage provides the school with detailed information and documents referenced in this security plan.



STEPHENS COUNTY
HIGH SCHOOL

Preparing all students for the opportunities & challenges of tomorrow.

Standard 1: Scheduling Assessments
The district develops and communicates an assessment schedule that allows all students to test and aligns with the district calendar. The district ensures the correct students are identified and administered the correct assessments. The exception to this standard is the National Assessment of Educational Progress (NAEP). The assessment window and the selection of students for testing are under the purview of the National Center of Education Statistics (NCES).

Key Questions:

- How will you ensure that the correct students are scheduled to take the assessments?
  - Receive test admin file uploaded into drc from student data coordinator
  - Teachers will do 2 rounds of roster verifications
  - File received will be compared to class rosters in Infinite Campus
  - Report will be run for enrollments and withdrawals periodically up until date of test
- How will you develop a calendar so that it will not conflict with other district-scheduled events?
  - Testing calendar will be compared to school and district calendars.
  - Multiple administrators will overlook Calendars to check for conflicts.
- How will you ensure that testing is scheduled according to state requirements?
  - SchTC will review state student assessment Handbook and follow the required guidelines.
- What is your plan to ensure all mandated administrations are completed on schedule?
  - Testing schedule will be communicated with all stakeholders throughout the school year via infinite campus, email, and phone calls.
  - Students who are absent on test dates will receive phone calls to both students and parents.
  - We will have rolling makeup exams rather than waiting until all administrations are over.
- How will you prepare an appropriate testing schedule to allow for extended time and/or small group settings?
  - Small group and extended time locations will be located in a separate part of the building with limited distractions.
- How do you plan to communicate testing and training dates with staff, parents, students, and other stakeholders?
  - Testing schedule will be communicated with all stakeholders throughout the school year via infinite campus, email, and phone calls.
  - Training dates will be communicated with all relevant faculty and staff multiple times via weekly newsletter, email, and faculty Remind account.

Standard 2: Assessing Special Populations
The district ensures all students have access to the assessments through the use of accommodations. Attention needs to be paid to the accommodations that are allowed on NAEP. Students are also allowed to participate in NAEP testing outside of the accommodations listed on their IEP.

Key Questions:

- How will you prepare a list of students requiring accommodations per IEP, IAP, or EL/TPC plan?
    - Receive test admin file uploaded into drc from student sata coordinator that will indicate students who receive services through IEP, IAP, or EL/TPC
    - Teachers will do 2 rounds of roster verifications to verify that all students who receive accommodations are listed
    - File received will be compared to reports in Infinite Campus which indicate students receiving services
    - Counselors will compile a list of all 504 accommodations
    - SPED Coordinator will verify that all students receiving services through an IEP are listed
    - EL teacher will verify that all students receiving services through an EL/TPC plan are listed
- How will you collaborate to determine a monitoring and reporting system for the verification of student accommodations utilized properly in test sessions?
    - Teachers will do 2 rounds of roster verifications to verify that all students who receive accommodations are listed and the accommodations are correct
    - Counselors will compile a list of all 504 accommodations and verify the accommodations on the test examiner rosters
    - SPED Coordinator will verify that all students receiving services through an IEP are listed and accommodations are correct on the test examiner rosters
    - EL teacher will verify that all students receiving services through an EL/TPC plan are listed and accommodations are correct on the test examiner rosters
    - Examiners will be given a list of accommodations for each student in their test group who receives accommodations
    - The SchTC will verify that all accommodations have been properly entered into DRC.

Standard 3: Technology Preparedness The district implements a plan for an online testing program for device readiness, network security and backup planning. The district should ensure that they review the NAEP technology requirements.
Key Questions: ● How will you ensure that enough testing devices are ready with software installed? o Students have 1-1 ratio of Chromebooks. o Technology will push out all updates needed for testing throughout the semester. o Technology and SchTC will ensure extra Chromebooks are ready with updates, charged, and on standby during testing. ● How will you verify that wireless or wired networks are functioning and ready for the number of test takers? o Each semester, we will perform a practice test to ensure the network can handle the load. o All teachers who are not testing will be asked to limit student technology use during testing. ● How will you verify that testing software functions with district firewalls and other internal security? o Each semester, we will perform a practice test to ensure the security measures will allow the testing platforms to function properly. o We will have technology support set up each day for testing in case issues should arise.

Standard 4: Training and Support
The district provides adequate, timely training related to test administration, test security, and testing accommodations. The district should ensure that the school coordinators of the NAEP-sampled schools participate in the training opportunities offered by the Assessment Administration division.

Key Questions:

- What is the training plan for personnel assigned to administer assessments?
    - All personnel will complete the Accommodations & Assessment course, milestone examiner course, signed Test Security Information for School Test Coordinators/Examiners/Proctors, and in-house test security training.
- What materials will be used for training test examiners?
    - GaDOE SLDS courses, Test Security Information for School Test Coordinators/Examiners/Proctors, and in-house training.
- What is the communication flow to determine the validation of qualified test examiners for verification of assessment training?
    - Courses will be completed and verifications sent to SchTC.
    - SchTC will compile a checklist for all staff verifying the completion of all training.
    - Staff will sign off on the checklist once all training has been completed.
- What is the communication flow to determine GaPSC certification for all assessments related to test examiners and certification for all assigned test examiners?
    - SchTC will verify all testing staff hold appropriate valid GaPSC certifications.
- How will you provide students with online practice opportunities?
    - Experience Online Testing Georgia
    - Secure Practice Tests in INSIGHT

Standard 5: Implement a Secure Test Administration
The district provides a safe, orderly, and appropriate testing environment during test administration. The NAEP assessment team manages the security of their testing environment.

- How will you ensure test materials will be distributed and collected daily as close to the start and end of testing as possible?
    - Teachers will pick up test tickets from the testing closet daily within a 30 minute window of the test starting.
    - Teachers will immediately bring back all test tickets and scratch paper once all students have completed testing in their classroom.
- What is your plan to secure student electronic devices during testing?
    - Student devices will not be logged in through their normal login credentials.
    - Students will only be allowed to enter the DRC Insights APP on the Chromebook login screen.
    - We collect all phones, smart watches, and other electronic devices, and none enter the testing environment (students and staff).
- What is the communication flow between special education staff and assessment coordinators about needed supports and accommodations for students with an IEP or Section 504 plan?
    - Special education staff will report accommodations to the testing coordinator, coordinator will go through each student and verify that the services listed are correct.
    - Special Education staff will then verify 1 time once students have been placed into testing groups. Modifications will be made as needed. Accommodations will be checked for a 2nd verification by special education staff.
- What process is used to document testing accommodations and verify that allowable accommodations are provided for students during testing?
    - Upon competition of special education staff verifications, teachers will then go through the same process of 2 rounds of verifications.
- What is the communication flow between assessment coordinators and technology coordinators at the school level to determine technical and device readiness for assessments?
    - Assessment Coordinators will provide testing dates to Technology coordinators.
    - Technology coordinator will push out any needed updates for students devices.
    - Technology coordinator will ensure staff will be present throughout the duration of testing.
- What is the district plan for technology and device readiness?
    - The district has a technology device purchasing and maintenance plan/budget each year in order to have working student devices for each age-appropriate student who is required to take state-mandated standardized assessments.
    - Annually and/or as necessary, all devices are collected, updated, and repaired.

- Annually, the System Testing Coordinator communicates all required assessment trainings with the Technology Director and/or designee and collects the attestation of attendance after the training has been completed.
- Prior to each assessment, technology personnel check each device and push out any necessary software updates (e.g. DRC).
- Each semester, all participating grade levels take part in a district-wide Practice Test with Response Transmission that is used to troubleshoot all potential issues prior to the actual test administration

- What is the plan for monitoring assessments?
  - Teachers will monitor students in their classrooms throughout testing to ensure they are in the appropriate place in DRC platform.
  - Hall monitors will be in the hallways if students need to leave the classroom for any reason during testing.
  - SchTC will be ready if any situation should arise during testing.



STEPHENS COUNTY
HIGH SCHOOL

Preparing all students for the opportunities & challenges of tomorrow.

Standard 6: Sharing Assessment Results The district supports teaching and learning through disseminating and communicating the use of reports and data to inform instruction.
Key Questions: ● What is your plan for viewing and distributing reports? o Student results will be distributed to teachers of those students to be input into gradebooks for final grade calculations. ● How will you ensure that all stakeholders understand reports and can use data in appropriate ways for the type of assessment administered to inform instruction? o Teachers will collaborate and disaggregate data, looking at standards, determining strengths and weaknesses, and devising appropriate lessons to maximize student learning. ● Have you added user rights for staff who need to view reports online? o We do not currently allow user rights for our staff to view reports online. They are able to view reports in SLDS for individual students as well as for their class through but are not currently able to access reporting through the DRC platform.



STEPHENS COUNTY
HIGH SCHOOL

Preparing all students for the opportunities & challenges of tomorrow.

Additional Information The High School has multiple facets of testing.
Key Points of Contact: ● ACCESS - Bobby Norizsan ● ASVAB - Edward Luttrell ● AP Testing - Michael Ritcey ● PSAT - Renee Langston & Kathy Thomas ● SAT - Richard Blood ● End of Course Testing - Renee Langston ● End of Pathway Testing - Joni Whitfield ● GAA - Angela Shepheard