

**Administrative Procedures for Policy #2500 (Instruction) Regarding  
Test Administration and Data Collection and Reporting**

I. Guidelines

A. Applicable Tests and Materials

1. Tests administered by or through the State Board of Education including but not limited to:
  - a. Assessments under the umbrella of the Maryland Comprehensive Assessment Plan (MCAP),
    - (1) English Language Arts (ELA) and math,
      - i. Grades 3-8 in ELA and math,
      - ii. End-of-course assessments in English 10, Algebra I, Algebra II, Geometry,
    - (2) High School Assessments,
      - i. End-of-course assessment in Government,
      - ii. Integrated science assessment (HS-MISA),
    - (3) Maryland Integrated Science Assessment (MISA),
    - (4) Alternate Maryland Integrated Science Assessment (Alt-MISA),
    - (5) Multi-State Alternate Assessment (MSAA) for ELA and math,
    - (6) Kindergarten Readiness Assessment (KRA),
    - (7) English Language Proficiency Assessment ACCESS for ELLs 2.0,
  - b. High School Equivalency Program Test (GED),
  - c. Teacher Certification Tests, and
  - d. Other test instruments required by the State Board of Education;
2. Data reporting required by the State Board of Education, including the data-based areas described in COMAR 13A.01.04 and other measures used to determine availability of services and funding;
3. Local school system-owned materials that are the same as those used in any State-operated assessment program;
4. County-developed or adopted assessments, such as County Course Exams (CCEs) and other tests that are included in the Student Assessment System (SAS) and that are reported in Unify;
5. Assessments purchased from commercial vendors; and
6. Tests administered by or through outside organizations including but not limited to:
  - a. Advanced Placement Exams
  - b. SAT
  - c. PSAT/NMSQT
  - d. ACT
  - e. NAEP
  - f. Accuplacer

B. Definitions

Instruction 2500.1

Procedures Written: 9/10/98

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1. Local accountability program – goals and objectives determined by CCPS associated assessments and data collection
2. Test administration – the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the Maryland State Department of Education or its designee or the CCPS Department of Instruction
3. Local Accountability Coordinator (LAC) – the person appointed by the superintendent who is responsible for oversight of the implementation of State and local test administration and data reporting for the school district
4. School Test Coordinator (STC) - the person, either an assistant principal or dean, appointed by the principal who is responsible for oversight of the implementation of State and local test administration and data reporting for an individual school building. For the Alternative School, the assistant principal of the Career and Technology Academy will be the School Test Coordinator; for Home and Hospital instruction, the Supervisor will serve in that capacity.
5. Personnel – all of the professional and classified employees in a school building

## II. Test Administration and Data Reporting Procedures

### A. Test Administration

1. Security of Materials
  - a. Except for actual times of administration within classrooms, all State- and locally-required testing materials (including tests administered under the auspices of the College Board and other organizations) are to be kept under lock and key in a central location in the school as designated by the principal, under the direct control and jurisdiction of the STC and under the authority of the LAC. The distribution and collection of local assessments should follow the locally-developed practices.
  - b. At the end of the designated testing period, all State required assessments and assessments administered under the auspices of other organizations shall be returned, consistent with directions for each type of test.
2. Administration of Tests and Monitoring of Test Administrations
  - a. Individuals shall adhere to all procedures specified in all manuals/local documents governing the testing programs.
  - b. Administration of all tests shall occur within the test dates specified by the Maryland State Department of Education (MSDE), other organizations, as appropriate, the LAC, and the Department of Instruction.
  - c. Administration of all tests shall occur under the direction of the STC, who shall be responsible for consistently monitoring all testing occasions.
  - d. The duties of the STC shall include the preparation and verification of testing files to be submitted to MSDE.
3. Training of School-Based Personnel
  - a. The LAC is responsible for training STC for each testing program.
  - b. School Test Coordinators are responsible for training test examiners, proctors, and accommodators for each testing program.
  - c. ALL personnel shall be given a copy of the Policy and Procedures for Test Administration and Data Collection and Reporting by the School Test Coordinator prior to the first test administration each school year.
  - d. ALL personnel shall signify receipt of and compliance with the Policy and Procedures for Test Administration and Data Collection and Reporting by written signature.

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- e. ALL personnel shall have appropriate orientation to be delivered by STC for each testing program, including but not limited to the dates on which tests will be administered, appropriate dissemination, administration and collection procedures, and confidential use of results.
- f. ALL personnel administering tests shall have appropriate training by the STC for each testing program, following recommendations from MSDE and the LAC.
- g. Each local school system shall use an MSDE-provided test administration and certification of training form and nondisclosure agreement, as appropriate, for its employees prior to each state test administration. Before initially handling any test materials, and annually after that, each individual directly or indirectly involved shall sign a test administration and certification of training form or a nondisclosure agreement, whichever is applicable.

4. Retention of Information

- a. The following information shall be retained by the STC for six years after the date of the test administration: all student record information (the name and identification number for each student and accommodations), the names of the test administrators and proctors, testing group lists, and signed Test Administration and Certification of Training Form and Non-Disclosure Agreement.
- b. The above information shall be kept in a central location, which is known to all school administrative personnel.

B. Collection, Storage, and Retrieval of Data

- 1. Procedures for the collection and retrieval of data shall be developed and reviewed annually by the LAC in cooperation with the Department of Information Technology (DIT). DIT shall be responsible for the storage of data.

III. Procurement Designate

- A. The Superintendent will designate an LAC and the coordinator's name shall be provided in writing to MSDE. The coordinator shall be the sole individual in the school system authorized to procure test instruments that are used in testing programs administered by or through the State Board of Education. Changes in responsibility shall be communicated in writing to MSDE within 10 days of the official change.

IV. Testing Behavior Violations

- A. It is a violation of test security for an individual to fail to follow test administration procedures promulgated by the Calvert County Board of Education, the State Board of Education, or other organizations and published in test administration manuals and related materials for mandatory tests administered by or through the State Board of Education, CCPS, or the College Board to students or educators.
- B. It is a violation of test security for an individual to:
  - a. Give examinees access to secure test items or materials before testing;
  - b. Give unauthorized individuals access to secure test items or materials;
  - c. Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures all or any portion of secure test materials;
  - d. Provide answer keys or answers orally, in writing, or by any other means, to examinees;
  - e. Coach examinees during testing by giving them answers to test questions or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way;

- f. Fail to follow security regulations and procedures for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;
  - g. Fail to properly monitor test administration, including inappropriate collaboration between or among individuals;
  - h. Administer State-mandated tests on dates other than those specified by MSDE;
  - i. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this document;
  - j. Refuse to disclose information regarding test security violations; or
  - k. Fail to properly administer accommodations during assessment as specified in a student's Individual Education Plan (IEP), 504 plan, or ELL plan and in accordance with State guidelines.
- C. All violations must be reported to the STC or LAC within 48 hours of the alleged incident or within 48 hours of learning of the alleged violation. The local school system shall investigate any allegations of violations of test security and report the results to the MSDE in a timely fashion.
- V. Data Collection and Reporting Violations (13A.03.04.06)
- A. It is a violation of data collection and reporting procedures for an individual, school, or school system to:
    - 1. Fail to report test scores, numbers of students tested and other indicators of test performance on mandatory tests administered by or through the State Board of Education or CCPS, as well as all other data elements reported to either;
    - 2. Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance and participation on mandatory tests administered by or through the State Board of Education or CCPS, as well as all other data elements reported to either; or
    - 3. Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education or CCPS except in accordance with approved MSDE guidelines.
  - B. It is the responsibility of CCPS to investigate any allegations of test security, data collection or reporting violations and to report the results of the investigation to the MSDE in a timely fashion. The following guidelines apply to the investigation:
    - 1. Whistleblower Protection: CCPS shall not take any personnel action as retaliation against an employee who reports information that the employee reasonably believes involves a test security violation. The local school system may take personnel action against an employee if the local school system investigates and concludes that the employee was involved in the reported test security violation.
    - 2. Efforts must be made to obtain all facts relevant to the allegation;
    - 3. Hearsay needs to be corroborated by other evidence;
    - 4. If the allegation involves a local (not a State) assessment, test booklets or answer sheets should be reviewed for evidence to support or discredit the allegation;
    - 5. If the allegation involves a State assessment, the investigation should follow the guidelines established by MSDE in the "Guide to Test Security and Data Reporting for Local Accountability Coordinators."
- VI. Sanctions for Violations (13A.03.04.07)
- A. The State Board of Education may invalidate test scores or other data that reflect improbable gains and that cannot be satisfactorily explained through changes in the student population or instruction.

1. The validation of test results or other data because of a breach of security, or action of the State Board of Education, also invalidates any graduation, programmatic, or evaluative criteria dependent upon these data or test results.
  2. A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed above shall have the test results invalidated, and shall be ineligible to retake the test until the next official testing opportunity.
  3. All central office and school-based personnel whose duties involve either test administration or data collection and reporting shall be held accountable for compliance with all of the requirements set out in these procedures.
  4. Staff members who make false allegations or intentionally misrepresent facts related to testing and/or data collection may be subject to disciplinary action in accordance with CCPS policy 1750 (Employee Discipline).
- B. A violation of any regulation in these procedures constitutes misconduct, insubordination, or neglect of duty for which;
1. Personnel sanctions may be imposed by CCPS, including but not limited to a verbal warning, a letter of warning, a letter of reprimand, suspension, or dismissal;
  2. The administrative credentials, teaching credentials, or both of the violator may be suspended or revoked under COMAR 13A.12.05.
- C. Any mitigating circumstances shall be considered before a sanction is imposed for a testing behavior violation as described in this procedure.
- D. An individual other than a primary violator may be sanctioned only if the individual failed to take appropriate action after learning about the violation.
- VII. Reasonable Person Standard: All conduct with respect to test administration and data reporting will be reviewed under a reasonable person standard, that is, what a reasonable person would do under similar circumstances.