

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-15	Policy #13.14
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-5D-02	
Chapter 13: EDUCATION	Effective Date: 8/15/18	
Subject: STANDARDIZED ASSESSMENT	Scheduled Review Date: 8/15/19	
Attachments: A – Student Assessment Handbook B – Principal’s Certification Form	Replaces: 8/15/17	
	Office of Education APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice - Georgia Preparatory Academy (DJJ-GPA) shall adhere to all written regulations and procedures governing test administration, including the distribution and collection of test materials, test security, use of test results, and official testing dates established in the Georgia Department of Education’s Student Assessment Handbook and Administration Manual.

II. DEFINITIONS:

School Assessment Coordinator: Certified school personnel who are appointed by the School Principal or Lead Teacher to be responsible for coordinating all standardized testing within their assigned school.

Director of Assessment and Accountability: Certified school employee who coordinates all test administration activities within the school system and serves as the liaison between the DJJ-GPA and the Georgia Department of Education for all test administration activities.

III. PROCEDURES:

- A. The Superintendent, or his/her designee, shall be responsible for all testing activities within the local school system (See Attachment A, Student Assessment Handbook).
- B. The Director of Assessment and Accountability oversees testing protocol during administration of the state mandated assessments. The Director of Assessment and Accountability will be responsible for all testing security as stated in Attachment A.
- C. The Principal and/or Lead Teacher shall be responsible for all testing activities within the school. The Principal and/or Lead Teacher and the School Assessment Coordinator must complete the Principal’s Certification Form (Attachment B) after each test

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administration. The Director of Assessment and Accountability will retain the Certification Forms for five (5) years.

- D. The Principal and/or Lead Teacher will designate a certified School Assessment Coordinator as outlined in the Student Assessment Handbook, pending approval of the Regional Principal. The Professional School Counselor will serve as the school's Assessment Coordinator, where applicable. The Director of Assessment and Accountability will maintain a current list of all Assessment Coordinators.
- E. The Director of Assessment and Accountability will order and receive testing materials and coordinate testing activities to ensure that there is no breach of security during administration of the tests.
- F. The Director of Assessment and Accountability will inventory all materials to ensure sufficient quantities of materials have been provided for each school.
- G. Upon receipt of testing material, the Local School Assessment Coordinators will secure a locked location. School Assessment Coordinators will follow procedures for testing as outlined in the Student Assessment Handbook (Attachment A).
- H. The School Assessment Coordinator will be responsible for packing the test materials according to guidelines from the Director of Assessment and Accountability. The School Assessment Coordinator will ensure that test materials are returned to the Director of Assessment and Accountability. If the School Assessment Coordinator is unable to return the materials, the Regional Principal or certified designee will be responsible for ensuring the materials are returned to the Director of Assessment and Accountability.
- I. Regional Principals and other Office of Education Staff will serve as assessment monitors as directed by the Director of Assessment and Accountability.
- J. If the School Assessment Coordinator is notified by an examiner or monitor that there have been assessment irregularities during the assessment administration, the School Assessment Coordinator shall immediately notify the Principal or Lead Teacher and Director of Assessment and Accountability. The Director of Assessment and Accountability shall immediately notify the Assessment Administration Division of the Georgia Department of Education.
- K. DJJ-GPA will adhere to Georgia Department of Education guidelines for the implementation of on-line assessments.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO