

BALTIMORE COUNTY PUBLIC SCHOOLS

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TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Testing Procedures in Baltimore County Public Schools

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INFORMATION

This report summarizes standardized testing procedures in Baltimore County Public Schools. Three components of the process are addressed: training of personnel, school-based administration, and system responsibilities.

TESTING PROCEDURES IN BALTIMORE COUNTY PUBLIC SCHOOLS

Training

All schools appoint a school test coordinator, usually an assistant principal, who is responsible for local school test administration. The Department of Assessment and Student Data conducts required training for school test coordinators prior to the administration of each State-mandated assessment. Paul Mazza is the BCPS Local Accountability Coordinator, and he attends regular state meetings on procedures and requirements of the state testing program. He schedules and attends training of school test coordinators in the fall for training in the fall administration of the functional tests in math and reading and a separate fall training for the Maryland Writing Test. Winter training sessions are conducted for administration of CTBS. There is training in the spring for MSPAP, and separate spring training sessions for the spring administrations of functional tests in reading and in math. In addition, a separate fall training session is held for people who are newly appointed local school test coordinators to give them an overview of that role's requirements.

Training sessions emphasize test security, organizational procedures, rules for test accommodations for special needs students, receiving and returning test materials, roles and responsibilities of people involved in testing, dates and timelines associated with the particular testing event, identification of contact people to secure additional testing materials, and forms that must be used. In addition, time is provided for discussion among participants about successful practices as well as for questions.

Administration

At the building level, the test coordinator is responsible for the following:

- Scheduling testing dates and make-up dates on the school calendar
- Adjusting the school bell schedule as necessary
- Identifying test administrators and proctors
- Assigning students to specific testing groups
- Training all test administrators and proctors in rules and procedures for each test
- Ensuring that all students who need accommodations are properly identified
- Distributing, collecting, and returning all test materials according to directions given to test coordinators at their training sessions
- Reporting any violations of procedures or of security, including the loss, damage or misuse of test materials, to the Director of Standardized Testing.

Local School System Responsibilities

The responsibilities of the local school system are outlined by MSDE in a guide entitled *Maryland Accountability Coordinators Handbook*. It specifies the role of the Local Accountability Coordinator, who has been identified as the Director of Standardized Testing in BCPS. The Director of Standardized Testing reports to the Executive Director of Assessment and Student Data. Local school system responsibilities assigned to the Local Accountability Coordinator include the following:

- Attending state training sessions
- Ordering tests
- Conducting training sessions for school-based test coordinators
- Investigating administrative alerts related to alleged violations of procedures or security
- Serving as the contact point for sharing data from and sending data to MSDE.