



# Buford City Schools

*Geye S. Hamby, Ed.D.*  
*Superintendent*

*Joy Davis, Ed.S.*  
*Assistant Superintendent*

*2625 Sawnee Avenue*  
*Buford, Georgia 30518*  
*Phone: 770-945-5035*  
*Fax: 770-945-4629*

## **SECTION 6.9: ASSESSMENT SECURITY** (Written Procedures)

1. The LEA will notify the public and local educators in regards to assessment security through written correspondence which clearly identifies the plan for test dissemination, collection, verification, security breaches, and consequences for violations of assessment security.
2. All school level testing coordinators will be trained by the District Level Testing and Assessment Coordinator.
3. Each school will utilize the Electronic Security Checklist provided by Georgia Department of Education.
4. Each local school testing coordinator will train ALL staff members involved in the assessment process including administrators, certified personnel, and classified personnel.
5. All training assessments will be documented through sign-in sheets.
6. Upon receipt of Assessment materials at the district level, all materials will be counted, logged, and distributed to the school principal or testing coordinators.
7. Each school will count and log the distribution and collection of all assessment materials each and every time they leave the locked storage location.
8. ALL MATERIALS WILL BE STORED IN A SECURE, LOCKED ROOM.
9. Any assessment security breach will be immediately reported to the Superintendent.
10. All reports will be thoroughly investigated by school administrators and/or the Superintendent's office. The Superintendent will report all violations of test security to the Georgia Department of Education.
11. Consequences for violation will be determined by the Georgia Department of Education.