

INSTRUCTION: RESEARCH, TESTING, AND EVALUATION

[Research and] Assessment

I. PURPOSE

TO ESTABLISH GUIDELINES FOR TEST ADMINISTRATION, TO OUTLINE RESPONSIBILITIES, AND PROVIDE CONSEQUENCES FOR VIOLATIONS OF TESTING PROCEDURES IN BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS). [In accordance with Board Policy 6500, the use, development, review, and approval of all systemwide achievement assessments shall be conducted in such a way as to provide valid, reliable, and/or predictive data to monitor and measure student, school, and system level achievement results, and to provide for better classroom instruction. The Department of Research, Accountability, and Assessment shall be responsible for establishing procedures and protocols necessary to accomplish this objective.

The Department of Research, Accountability, and Assessment shall develop and publish an annual calendar of test administration dates and activities.]

II. DEFINITIONS

- A. *ACCOMMODATIONS* – ASSESSMENT PRACTICES AND PROCEDURES THAT PROVIDE STUDENTS WITH DISABILITIES WITH EQUITABLE ACCESS DURING ASSESSMENTS.
- B. *ACCOMMODATOR* - A STAFF MEMBER WHO HAS BEEN APPOINTED AND TRAINED BY THE SCHOOL'S TEST COORDINATOR TO VIEW, ADMINISTER, ASSIST, OBSERVE, COLLECT, OR PROVIDE ACCOMMODATIONS FOR STUDENTS BEFORE, DURING, OR AFTER THE ADMINISTRATION OF SPECIFIC STATE-MANDATED OR SYSTEMWIDE ASSESSMENTS.
- C. *ASSESSMENT* – AN ONGOING PROCESS AIMED AT UNDERSTANDING STUDENT LEARNING, WHICH INVOLVES MAKING EXPECTATIONS EXPLICIT AND PUBLIC; SETTING APPROPRIATE CRITERIA AND HIGH STANDARDS FOR LEARNING QUALITY; SYSTEMATICALLY GATHERING, ANALYZING, AND INTERPRETING EVIDENCE TO DETERMINE

HOW WELL PERFORMANCE MATCHES THOSE EXPECTATIONS AND STANDARDS; AND USING THE RESULTING INFORMATION TO DOCUMENT, EXPLAIN, AND IMPROVE PERFORMANCE.

- D. *LOCAL ACCOUNTABILITY COORDINATOR* - A STAFF MEMBER APPOINTED BY THE LOCAL SUPERINTENDENT TO SERVE AS THE LIAISON BETWEEN THE MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE) AND THE SCHOOL SYSTEM FOR FEDERAL AND STATE-MANDATED ASSESSMENTS.
- E. *PROCTOR* - AN INDIVIDUAL WHO IS TRAINED TO WORK UNDER THE DIRECTION OF THE TEST EXAMINER TO ASSIST WITH TEST ADMINISTRATION; PROCTORS DO NOT HAVE TO BE CERTIFICATED TEACHERS, BUT THEY MUST BE EMPLOYED BY BCPS AND HAVE SCHOOL-BASED ADMINISTRATOR APPROVAL. A PROCTOR MAY NOT SERVE AS AN ACCOMMODATOR ON THE SAME ASSESSMENT.
- F. *SCHOOL TEST COORDINATOR (STC)* - AN INDIVIDUAL APPOINTED BY THE SCHOOL PRINCIPAL WHO IS LEGALLY RESPONSIBLE FOR ADMINISTERING ALL FEDERALLY- AND STATE-MANDATED ASSESSMENTS WITHIN A SCHOOL AND ADHERING TO ALL LEGAL REQUIREMENTS AND DIRECTIVES ISSUED BY MSDE OR BCPS.
- G. *STATE-MANDATED ASSESSMENTS* - ASSESSMENTS REQUIRED BY MSDE TO BE ADMINISTERED STATEWIDE AT SPECIFIC GRADE LEVELS FOR THE PURPOSES OF SYSTEM EVALUATION, SCHOOL IMPROVEMENT, AND EVALUATION OF INDIVIDUAL OR GROUP STUDENT ACHIEVEMENT.
- H. *SYSTEMWIDE ASSESSMENTS* - ASSESSMENTS, EITHER PURCHASED OR DEVELOPED BY BCPS, THAT ARE ALIGNED WITH THE SCHOOL SYSTEM'S CURRICULUM AND ADMINISTERED SYSTEMWIDE TO GROUPS OF STUDENTS IN IDENTIFIED GRADES, COURSES, AND/OR PROGRAMS.
- I. *TEST EXAMINER* - A CERTIFICATED, FULL-TIME STAFF MEMBER WHO HAS BEEN TRAINED TO ADMINISTER SPECIFIC STATE-

MANDATED OR SYSTEMWIDE ASSESSMENTS. TEST EXAMINERS ARE RESPONSIBLE FOR DISTRIBUTING, MANAGING AND COLLECTING TEST MATERIALS; DELIVERING APPROPRIATE INSTRUCTIONS TO A GROUP OF STUDENTS; MAINTAINING TEST SECURITY DURING TESTING; AND PROVIDING AN APPROPRIATE TESTING ENVIRONMENT.

- J. *TEST FACILITATOR* - A STAFF MEMBER; CERTIFICATED OR NON-CERTIFICATED, WHO HAS BEEN TRAINED AND ASSIGNED BY THE SCHOOL TEST COORDINATOR TO MONITOR, REPORT, OR ATTEMPT TO RESOLVE TECHNOLOGICAL, LOGISTICAL, AND HARDWARE CONCERNS DURING A GIVEN ONLINE TEST SESSION.
- K. *TEST MATERIALS* - ANY OF THE DOCUMENTS OR SUPPLEMENTAL SUPPLIES AND EQUIPMENT USED FOR TESTING, INCLUDING, BUT NOT LIMITED TO, STUDENT TEST INSTRUMENTS AND OTHER TECHNOLOGY.

III. GUIDELINES

- A. ALL FEDERALLY- AND STATE-MANDATED ASSESSMENTS WILL BE ADMINISTERED IN ACCORDANCE WITH FEDERAL AND STATE LAW AND REGULATIONS AND WILL INCLUDE REQUIRED PROCEDURES FOR TEST SECURITY, ADMINISTRATION, AND REPORTING OF RESULTS.
- B. STAFF MEMBERS AND STUDENTS SHALL ADHERE TO THE GUIDELINES FOR THE ADMINISTRATION OF SYSTEMWIDE TESTS AND ASSESSMENTS MANDATED BY STATE OR FEDERAL LAW OR REGULATION, MAINTAIN THE SECURITY OF TEST MATERIALS, DEMONSTRATE PROPER BEHAVIOR RELATED TO TESTING, AND COOPERATE IN THE REPORTING AND INVESTIGATION OF ANY VIOLATIONS RELATED TO TESTING.
- C. THE TESTING OR ASSESSMENT PROCESS SHOULD BE CARRIED OUT SO THAT TEST TAKERS RECEIVE COMPARABLE AND EQUITABLE TREATMENT DURING ALL PHASES OF THE TESTING OR ASSESSMENT PROCESS.

IV. RESPONSIBILITIES

A. DEPARTMENT OF RESEARCH, ACCOUNTABILITY, AND ASSESSMENT (DRAA)

THE DRAA SHALL BE RESPONSIBLE FOR:

1. ESTABLISHING CRITERIA FOR THE REVIEW AND APPROVAL OF ALL SYSTEMWIDE ASSESSMENTS;
2. REVIEWING ALL SYSTEMWIDE ASSESSMENTS TO DETERMINE THE PSYCHOMETRIC PROPERTIES;
3. PROVIDING SUPPORT TO CURRICULUM AND INSTRUCTION OFFICES IN ORDER TO ALIGN THE ASSESSMENT TO THE CURRICULUM;
4. REVIEWING AND APPROVING ALL CHANGES OR MODIFICATIONS TO ANY APPROVED SYSTEMWIDE ASSESSMENT;
5. PROVIDING ANNUAL TRAINING TO APPROPRIATE STAFF ON POLICY 6500 AND THIS RULE.
6. ESTABLISHING PROCEDURES FOR THE ACCURATE AND TIMELY COLLECTION, STORAGE, AND RETRIEVAL OF DATA REQUIRED BY MSDE; AND
7. ENSURING THAT THE REQUISITE TEST ADMINISTRATION AND CERTIFICATION OF TRAINING FORMS FOR STATE-MANDATED TESTS ARE SIGNED AND MAINTAINED IN ACCORDANCE WITH STATE REGULATION.

B. LOCAL ACCOUNTABILITY COORDINATOR

THE LOCAL ACCOUNTABILITY COORDINATOR SHALL BE RESPONSIBLE FOR:

1. OVERSIGHT OF THE ADMINISTRATION OF ALL FEDERALLY- AND STATE-MANDATED ASSESSMENTS;
2. SECURITY OF ALL FEDERALLY- AND STATE-MANDATED ASSESSMENTS; AND
3. REPORTING AND INVESTIGATING OF ALL ALLEGATIONS OF SECURITY VIOLATIONS ON SYSTEMWIDE AND FEDERALLY- OR STATE-MANDATED TESTS.

C. PRINCIPALS

THE SCHOOL PRINCIPAL SHALL BE RESPONSIBLE FOR:

1. PROVIDING THE PROPER AND ETHICAL ADMINISTRATION OF ALL ASSESSMENTS AND THE SECURITY OF ALL ASSESSMENT MATERIALS IN THEIR SCHOOLS;
2. DESIGNATING A SCHOOL TEST COORDINATOR (STC) AND AN ALTERNATE STC;
3. ADVISING STUDENTS OF BEHAVIOR EXPECTATIONS DURING TESTING;
4. DISTRIBUTING ASSESSMENT RESULTS AS APPROPRIATE; AND
5. FOLLOWING TEST SECURITY PROCEDURES AS DIRECTED BY MSDE AND THE LOCAL ACCOUNTABILITY COORDINATOR.

D. SCHOOL TEST COORDINATORS (STC)

THE STC SHALL BE RESPONSIBLE FOR:

1. COORDINATING THE ADMINISTRATION OF FEDERALLY- AND STATE-MANDATED ASSESSMENTS IN THEIR SCHOOLS;
2. MAINTAINING THE SECURITY OF ALL FEDERALLY- AND STATE-MANDATED ASSESSMENTS IN THEIR SCHOOLS;
3. SERVING AS THE LIAISON BETWEEN THE SCHOOL AND DRAA;
4. TRAINING STAFF MEMBERS REGARDING THE PROPER AND ETHICAL ADMINISTRATION OF EACH FEDERALLY- AND STATE-MANDATED ASSESSMENT ADMINISTERED IN THEIR SCHOOLS;
5. ENSURING THAT ONLY QUALIFIED STAFF SERVE AS TEST EXAMINERS, PROCTORS, ACCOMMODATORS, AND TEST FACILITATORS; AND
6. ATTENDING ALL REQUIRED TRAINING SESSIONS.

V. COMPLIANCE

- A. EMPLOYEES AND STUDENTS SHALL FOLLOW SECURITY PROCEDURES PROMULGATED BY MSDE AND/OR THE BOARD, AS PUBLISHED IN TEST ADMINISTRATION MANUALS, BOARD

POLICY, AND OTHER LOCALLY DEVELOPED AND APPROVED DOCUMENTS FOR MANDATED TESTS.

B. STAFF MEMBER VIOLATIONS

IT IS A VIOLATION FOR ANY STAFF MEMBER TO KNOWINGLY OR WILLINGLY TO:

1. GIVE UNAUTHORIZED INDIVIDUALS OR EXAMINEES ACCESS TO SECURE TEST ITEMS OR MATERIALS BEFORE TESTING;
2. COPY, REPRODUCE, USE, OR OTHERWISE DISCLOSE ANY PORTION OF SECURE TEST MATERIALS, ADMINISTRATOR'S MANUAL, OR BOTH;
3. PROVIDE ANSWER KEYS OR ANSWERS ORALLY, IN WRITING, OR BY ANY OTHER MEANS, TO EXAMINEES;
4. PROVIDE ACCOMMODATIONS NOT SPECIFIED ON A STUDENT'S INDIVIDUALIZED EDUCATION PROGRAM (IEP), SECTION 504, OR ENGLISH LANGUAGE LEARNERS (ELL) PLAN;
5. 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;
6. FAIL TO PROPERLY MONITOR TEST ADMINISTRATION, INCLUDING PERMITTING INAPPROPRIATE COLLABORATION BETWEEN OR AMONG INDIVIDUALS;
7. ALLOW A STUDENT TO TAKE A TEST FOR SOMEONE ELSE;
8. FAIL TO FOLLOW SECURITY REGULATIONS AND PROCEDURES FOR THE DISTRIBUTION AND RETURN OF SECURE TEST MATERIALS IN ACCORDANCE WITH MSDE REGULATIONS, OR FAIL TO ACCOUNT FOR ALL SECURE TEST MATERIALS BEFORE, DURING, OR AFTER TESTING;
9. ADMINISTER FEDERALLY- OR STATE-MANDATED ASSESSMENTS ON DATES OTHER THAN THOSE SPECIFIED IN GUIDES, MANUALS, OR ON THE SYSTEMWIDE TESTING CALENDAR WITHOUT THE PRIOR APPROVAL OF THE DRAA; OR
10. OPERATE A CELL PHONE, WIRELESS HANDHELD DEVICE, PERSONAL DIGITAL ASSISTANT (PDA), OR ANY

ELECTRONIC DEVICE THAT ENABLES THE TRANSMISSION OF TEXT, VOICE MESSAGES, OR PHOTO IMAGES DURING AN ASSESSMENT.

C. DATA COLLECTION AND REPORTING VIOLATIONS

IT IS A VIOLATION OF DATA COLLECTION AND REPORTING FOR AN INDIVIDUAL OR SCHOOL TO:

1. PARTICIPATE IN, DIRECT, AID, COUNSEL, ASSIST IN, ENCOURAGE, OR FAIL TO REPORT ANY OF THE ACTS PROHIBITED BY THIS RULE;
2. FAIL TO REPORT TEST SCORES, NUMBERS OF STUDENTS TESTED, OR OTHER REQUIRED INDICATORS OF TEST PERFORMANCE ON MANDATED TESTS ADMINISTERED BY OR THROUGH MSDE, AS WELL AS OTHER DATA ELEMENTS REPORTED TO MSDE;
3. REPORT INCORRECT OR OTHERWISE INACCURATE TEST SCORES, NUMBERS OF STUDENTS TESTED, OTHER INDICATORS OF TEST PERFORMANCE, AND PARTICIPATION ON MANDATED TESTS ADMINISTERED BY OR THROUGH MSDE, AS WELL AS OTHER REQUESTED DATA ELEMENTS TO MSDE; OR
4. EXCLUDE A STUDENT OR STUDENTS FROM PARTICIPATION IN FEDERALLY- OR STATE-MANDATED TESTS EXCEPT IN ACCORDANCE WITH MSDE-APPROVED PROCEDURES.

D. STUDENT VIOLATIONS

IT IS A VIOLATION FOR ANY STUDENT TO KNOWINGLY AND WILLINGLY:

1. OBTAIN IMPROPER ACCESS TO THE TEST, SECURE TEST ITEMS OR MATERIALS BEFORE, DURING, OR AFTER TESTING OR ASSIST OTHER STUDENTS IN DOING SO;
2. PROVIDE ANSWERS VERBALLY, IN WRITING, OR BY ANY OTHER MEANS TO OTHER STUDENTS;
3. USE PROHIBITED AIDS;
4. ATTEMPT TO OR TAKE A TEST FOR SOMEONE ELSE;
5. OPERATE A CELL PHONE, WIRELESS HANDHELD DEVICE, PDA, OR ANY ELECTRONIC DEVICES THAT ENABLES THE

TRANSMISSION OF TEXT, VOICE MESSAGES, OR PHOTO IMAGES DURING ASSESSMENT.

VI. REPORTING VIOLATIONS

- A. ALL ALLEGATIONS OF TESTING BEHAVIOR VIOLATIONS AND TEST SECURITY SHALL BE REPORTED TO THE LOCAL ACCOUNTABILITY COORDINATOR (LAC) FOR INVESTIGATION.

VII. INVESTIGATIONS

- A. THE LAC SHALL INVESTIGATE ALL ALLEGATIONS OF TESTING BEHAVIOR VIOLATIONS AND WORK IN CONJUNCTION WITH APPROPRIATE PERSONNEL TO COMPLETE THE INVESTIGATION AND ISSUE A REPORT. THE REPORT SHALL BE DIRECTED TO THE APPROPRIATE ASSISTANT SUPERINTENDENT OF SCHOOLS FOR ACTION.
- B. ALL STAFF AND STUDENTS SHALL COOPERATE FULLY IN ALL INVESTIGATIONS RELATING TO VIOLATIONS OF POLICY 6500 AND THIS RULE.

VIII. CONSEQUENCES

- A. EMPLOYEES
 - 1. AN EMPLOYEE FOUND TO HAVE VIOLATED BOARD POLICY 6500 OR THIS RULE SHALL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.
 - a. AN EMPLOYEE'S ADMINISTRATIVE CREDENTIALS OR TEACHING CREDENTIALS, OR BOTH, MAY BE SUSPENDED OR REVOKED BY THE STATE SUPERINTENDENT OF SCHOOLS WITH REGARD TO STATE-MANDATED TESTING VIOLATIONS.
- B. STUDENTS
 - 1. A STUDENT FOUND TO HAVE VIOLATED BOARD POLICY 6500 OR THIS RULE SHALL BE SUBJECT TO DISCIPLINE IN ACCORDANCE WITH BOARD POLICY 5550, *DISRUPTIVE BEHAVIOR*.

2. A STUDENT WHO ENGAGES IN ANY ACTIVITIES DURING TESTING WHICH RESULT IN INVALIDATION OF SCORES MAY BE INELIGIBLE TO RETAKE THE TEST UNTIL THE NEXT OFFICIAL TESTING OPPORTUNITY.

[II. Definitions

- A. “Accommodations” means assessment practices and procedures that provide for students with disabilities with equitable access during assessments.
- B. “Achievement Assessment” means an ongoing process aimed at understanding and improving student learning, which involves making expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain, and improve performance.
- C. “State-Mandated Assessments” means assessments required by the Maryland State Department of Education (MSDE) to be administered systemwide at specific grade levels for the purposes of system evaluation, school improvement, and evaluation of individual and group student achievement.
- D. “Systemwide Assessments” means assessments, either purchased or developed by Baltimore County Public Schools (BCPS) that are aligned with the school system’s curriculum and administered across the system to groups of students in identified grades, courses, and/or programs.
- E. “Test Materials” means any of the documents or supplemental supplies and equipment used for testing, including but not limited to student test instruments, test administration manuals, answer keys, audiotapes, and software.
- F. “Testing Window” means the period of time designated for schools to administer mandated assessments.

- G. “Local Accountability Coordinator” means a staff member appointed by the local superintendent to serve as the liaison between MSDE and the school system for federally- and state-mandated assessments.
- H. “Proctor” means an individual who is trained to work under the direction of the test examiner to assist with test administration; proctors do not have to be certified teachers, but they must be regular school employees who have school-based administrator approval.
- I. “School Test Coordinator (STC)” means an individual appointed by the school principal who is legally responsible for administering all federal- and state-mandated assessments within a school.
- J. “Test Examiner” means a Certified, full-time staff member who has been trained to administer specific state-mandated or systemwide assessments; Test examiners are responsible for distributing and collecting test materials, delivering appropriate instructions to a group of students, maintaining test security during testing, and providing an appropriate testing environment.
- K. “Accommodator” means a staff member who has been appointed and trained by the school test coordinator to view, administer, assist, observe, collect, or provide accommodations before, during, or after the administration of specific state-mandated

III. Review and Approval of Systemwide Assessments

- A. The Department of Research, Accountability, and Assessment will establish criteria for the review and approval of all systemwide assessments with the exception of federal- and state-mandated assessments.
- B. Approved systemwide assessments, exclusive of federal- and state-mandated tests, will be reviewed by the Department of Research, Accountability, and Assessment as needed to determine the psychometric properties, the alignment of the test to the curriculum and to system goals and objectives, and the time and financial resources required to administer the tests.
- C. The Department of Research, Accountability, and Assessment will review and approve all changes or modifications to any approved systemwide

assessment exclusive of federal- and state-mandated tests prior to implementation.

IV. Test Administration

- A. All federal- and state mandated assessments will be administered in accordance with *COMAR* 13A.03.04.00 or the then-current controlling regulation and will include required procedures for test security, administration, and reporting of results.
- B. It is a violation for any employee or student to knowingly and willfully fail to follow security procedures promulgated MSDE and/or the Board as published in test administration manuals, Board policy, and other locally developed and approved documents for mandated tests. Violations of test security procedures for federal- and state-mandated assessments must be reported by any staff member who has knowledge of such. The report must be made concurrently to the school test coordinator, the principal, and the local accountability coordinator within 24 hours of the incident or knowledge of the incident.
- C. It is a violation of test security for an individual to:
 - 1. Give unauthorized individuals or examinees access to secure test items or materials before testing;
 - 2. Copy or reproduce any portion of a secure test booklet, a secure administrator's manual, or both;
 - 3. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
 - 4. Provide accommodations not specified on a student's Individualized Education Plan (IEP), 504, or English Language Learners (ELL) plan;
 - 5. Instruct students during testing, altering, or interfering with examinees' responses in any way;

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6. Fail to properly monitor test administration, including collaboration between or among students;
 7. Allow a student to take a test for someone else;
 8. Fail to follow security regulations and procedures for the distribution and return of secure test materials in accordance with MSDE regulations, or fail to account for all secure test materials before, during, or after testing;
 9. Administer a federal- or state-mandated assessment on dates other than those specified in guides, manuals, or on the systemwide testing calendar without the prior approval of the department of research, accountability, and assessment;
 10. Operate a cell phone, wireless handheld device, personal digital assistant, or any electronic device that enables the transmission of text, voice messages, or photo images during an assessment;
 11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited by this rule;
 12. Fail to report test scores, number of students tested, or other required indicators of test performance on mandated tests administered by or through MSDE, and/or all other requested data elements to MSDE;
 13. Report incorrect or inaccurate test scores, numbers of students tested, other indicators of test performance, participation on mandated tests administered by or through MSDE, and/or all other requested data elements to MSDE;
 14. Exclude a student or students from participation in federal- or state-mandated tests except in accordance with MSDE-approved procedures;
 15. Refuse to cooperate in any investigation of alleged testing violations.
- D. Student violations of testing procedures shall be handled in accordance with Board policy 5550.

- E. Violations of testing procedures by a staff member may result in disciplinary actions up to and including dismissal from employment, and/or suspension or revocation of administrative or teaching credentials, or both, by the State Superintendent of Schools.

V. Ethics and Fairness

- A. When test score information is released to students, parents, or teachers, the responsible content office should provide appropriate interpretations which should include but are not limited to describing in simple language what the test covers, what the scores mean, common misinterpretations of test scores, and how the scores will be used.
- B. The testing or assessment process should be carried out so that test takers receive comparable and equitable treatment during all phases of the testing or assessment process.
- C. Any decision or characterization that will have a major impact on a student should not be made on the basis of a single test score. Other relevant information should be taken into account if it will enhance the overall validity of the decision.

VI. Responsibilities

- A. The local accountability coordinator shall be responsible for:
 - 1. Oversight of the administration of all federal- and state-mandated assessments;
 - 2. Security of all federal- and state-mandated assessments;
 - 3. Reporting and investigation of all allegations of security violations on federal- or state-mandated tests.
- B. Principals shall be responsible for:

RULE 6500

1. Providing for the proper and ethical administration of all assessments and the security of all assessment materials in their schools;
2. Designating a school test coordinator and an alternate school test coordinator;
3. Advising students of behavior expectations during testing in accordance with Board policy 5550 and 5560;
4. Distributing assessment results as appropriate;
5. Following test security procedures as directed by MSDE and the local accountability coordinator.

C. School Test Coordinators shall be responsible for:

1. Coordinating the administration of federal- and state- mandated assessments in their schools;
2. Maintaining the security of all federal- and state- mandated assessments in their schools;
3. Serving as the liaison between the school and the Department of Research, Accountability, and Assessment;
4. Training staff members regarding the proper and ethical administration of each federal- and state-mandated assessment administered in their schools;
5. Ensuring that only qualified staff serve as test examiners, proctors, and accommodators;
6. Attending all required training sessions.]

Legal References: *Annotated Code of Maryland*, Education Article §7-203,
EDUCATION ACCOUNTABILITY PROGRAM

COMAR 13A.03.04[.01-07], *TEST ADMINISTRATION AND DATA-REPORTING POLICIES AND PROCEDURES*
COMAR 13A.05.01.05, *ASSESSMENT*
COMAR 13A.12.05 [12.05.01-08], *SUSPENSION AND REVOCATION*

RELATED POLICIES: BOARD OF EDUCATION POLICY 4002, *OBLIGATIONS OF EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY*
BOARD OF EDUCATION POLICY 4008, *DATA GOVERNANCE*
BOARD OF EDUCATION 5210, *FACTORS INVOLVED IN STUDENT EVALUATION*
BOARD OF EDUCATION POLICY 5250, *GRADUATION REQUIREMENTS*
BOARD OF EDUCATION POLICY 5550, *DISRUPTIVE BEHAVIOR*

Rule
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Superintendent of Schools