

Vidalia City: Vidalia High School- Georgia Milestones End-of-Course 2025-2026

Principal: Ellis Strobridge Test Coordinator: Steven Freenor

Communications with Staff and Parents

Before	The testing calendar is shared with faculty and staff at the beginning of the school year in the teacher handbook. The testing calendar is found on the school website, and announcements are made through social media. Training dates are communicated to staff by email to include the date, time, and location of training. Testing dates are communicated to students by Google Classroom announcements and social media. Access to the INSIGHT Portal is granted to appropriate staff.
During	Announcements are made daily to communicate the EOC schedule to faculty and students. Announcements are made daily to communicate phone discipline and to remain quiet in the hallways. No all calls during testing. Examiners take attendance daily and turn it in to the Guidance for the make-up roster.
After	Score delivery is made available to the Principal and used in collaboration for planning purposes. The training agenda, sign-in sheet, copies of the training materials, and a copy of the principal certification will be stored in the Guidance Department vault for five years. Examiner certification and school test coordinator certification will be kept on file at the Central Office with the System Testing Coordinator. A copy of the student's results, along with report cards, is available for parents to pick up at the end of the school year. A copy of each student's test results is placed in the student's permanent record by the guidance secretary.

Test Security

Before	The School Test Coordinator received system test security training from the System Test Coordinator. Test Security training is conducted by the School Test Coordinator with the entire VHS staff. Test tickets are printed, organized by test administration, and stored in the Guidance Department vault. Examiners will ensure that content-related materials have been removed or covered before testing. Examiners will collect all electronic devices and store them in a provided container before test administration.
During	Test tickets are delivered to and signed out by examiners on the day of testing, and examiners are stored in a locked cabinet until administration. Examiners sign for test tickets. Attendance is carefully recorded on the provided test roster and used to create the make-up roster. Test examiners read the script and test security policies exactly as outlined in the manual. Test proctors are determined by the number of students testing in each session—proctors required for groups of 30 or more. Late arrivals to school will be sent to the Media Center and marked absent for make-up testing. Emergency protocol followed per manual.

After	Test tickets are retrieved from each examiner after testing, signed back in, and locked in the Guidance vault. Verify all testing is marked "Complete" in DRC. Withdrawn students are removed. All materials are locked in the Guidance vault.
Accommodations	
Before	A list of accommodations will be acquired from GoIEP and Case Managers, and a spreadsheet will be created. Small Groups will be created for accommodation settings. A list of accommodations for each student will be prepared for test examiners. Accommodations are uploaded by the district SIS Coordinator and are confirmed by the School Testing Coordinator.
During	Students assigned to a Small Group will be told their testing location prior to testing and report there for testing. The examiners will have a list of accommodations for their small group students. Examiners will verify accommodations listed on the accommodations document match those on the test ticket. Examiners will follow the accommodations for each student in the Small Group.
After	Examiners will return all documentation and report any failure to provide accommodations and/or student refusal of accommodations to the school test coordinator for action.
Technology	
Before	The school technology coordinator will ensure there are enough testing devices. The school technology coordinator will check all devices to ensure compliance with DRC requirements. The school technology coordinator will work with the system technology coordinator to ensure the wireless network is running properly. Technology troubleshooting and points of contact will be discussed during school Milestones training.
During	The school test coordinator and school technology coordinator will be available for troubleshooting assistance.
After	The school technology coordinator will take inventory of devices. Any technology issues will be resolved by the school technology coordinator and system technology coordinator.
Training	
Before	Training will commence with the school test coordinator attending Milestones system training. All faculty will complete online training through LDS and GAEarns for Test Security and Accommodations. Faculty will present certificates from online training by email or on the day of the building training session. All staff will be trained and GaDOE resources will be used as training. All students will have a secure practice opportunity before the testing window. All students will have the opportunity to practice through www.gaexperienceonline.com.
During	The school test coordinator will ensure all staff participating in Milestones have been trained.

	All administration policies will be followed, including accommodations.
After	Testing documentation will be turned in to Guidance and locked in a secure location. Any test irregularity will be reported to the System Test Coordinator. The Certification form will be signed by the School Test Coordinator and School Principal and submitted to the System Test Coordinator.

Vidalia City: Vidalia High School- ACCESS 2.0 2025-2026

Principal: Ellis Strobridge School Test Coordinator: Steven Freenor

Communications with staff and parents

Before	The assessment calendar is developed system-wide with district and school leadership to ensure there are no conflicts with other school activities. An assessment calendar is developed and distributed to all staff at the beginning of each school year. The system test coordinator provides training for school testing coordinators before each testing window. All procedures, including communication, test security, accommodations, training for examiners and proctors, and required documentation, are covered. The test examiner will consult with the school testing coordinator and principal to ensure that testing dates and times do not conflict with school activities. Students complete the practice online assessment before the actual EOC assessment. During their practice sessions, the assessment procedures are shared with students. All students are reminded that NO electronic devices are allowed in the testing environment.
During	Announcements are made daily to remind students and faculty of the testing schedule. Title III Coordinator communicates with test examiners in regards to student attendance. Teachers document the names of any students who are absent from testing on the testing rosters. The school test coordinator contacts the parents/guardians of any students absent from testing to notify them and arrange makeup testing. During the testing session, the school test coordinator communicates with the school office staff to confirm when testing is in session to avoid interruptions.
After	Parents receive a copy of their student's results along with report cards at the end of the school year. A copy of each student's test results is placed in the student's permanent record.

Test Security

Before	Materials are received from the System Test Coordinator. All materials are stored in a secured, locked location with restricted access. The test examiner will set up the testing location before the scheduled testing time. The Title III Coordinator completes the test registration process and prints off test tickets for the students. Test tickets are kept in a locked, secured location with the School Testing Coordinator until the testing session date and time. The Title III Coordinator and Examiners ensure testing sites are free of interruptions during test administration.
During	The Title III Coordinator ensures testing sites are free of interruptions during test

	administration and that sites do not have content-related materials to and collect from each Examiner on the testing days. The School Test Coordinator provides forms for checking test materials in and out. The materials signed out by the test examiner are counted and documented on the forms, and they are dated and signed by the test examiner. The sign-out forms are kept by the School Testing Coordinator and provided to the System Test Coordinator.
After	All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. The school test coordinator places materials in the secured location after each testing session. Return all specified test materials to the System Test Coordinator.
Accommodations	
Before	EL Coordinator will provide a list of EL students to the Special Education Department and obtain a list of accommodations for the students who have IEPs, IAPs, or EL/TPC plans. The School Testing Coordinator will be responsible for providing the accommodations list to the test examiner who will utilize them in the testing sessions. All examiners receive training and are prepared to provide accommodations for students with IEPs, EL plans, or 504 plans.
During	Students receive their accommodations for presentation, setting, response, and scheduling based on their education plan.
After	All test materials are signed in (sign, date, and time) after the testing session is complete. The School Testing Coordinator and Examiners account for all materials received. Examiners sign off that all students receive the prescribed accommodations.
Technology	
Before	Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing. Ensure that there is an appropriate number of technology devices for all students in a testing session. The ACCESS test examiner works with the media specialist to make a plan for each testing session that includes the number of devices and the location for each testing group.
During	The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices for each testing session. Any technology issues are reported to the school testing coordinator and if needed, the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.
After	Examiners collect technology devices from the students immediately after their tests are submitted.

	Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.
Training	
Before	The System Test Coordinator provides training to the Title III Director and ACCESS for ELs test examiner at the beginning of the year. System Test Coordinator, Title III Director, and ACCESS for ELs test examiner participate in the WIDA webinar training. Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas.
During	Email communication provides information on testing procedures and security during tests.
After	WIDA training is provided to the EL teacher on interpreting student results. Parents are provided with detailed explanations about how to interpret their child's test results.

Vidalia City: Vidalia High School- GAA 2.0 2025-2026	
Principal: Ellis Strobridge VHS Test Coordinator: Steven Freenor	
Communications with Staff and Parents	
Before	System testing calendar developed by the System Test Coordinator and published system-wide. The System Test Coordinator provides training for School Test Coordinators.
During	Examiner/Case manager contacts parents regarding any absences from testing and reschedules as needed. The examiner informs the School Test Coordinator daily as to the progress of testing.
After	Parents receive a copy of the test results once the school test copies are received. A copy of the test results is placed in each student's permanent record.
Test Security	
Before	Materials are received from the System Test Coordinator and checked by the School Test Coordinator. Materials are stored in a secure, locked vault in the Admin Suite.
During	The School Test Coordinator monitors testing administration to ensure adherence to test procedures. Examiners follow the security procedures outlined in training and the Administration Manual.
After	All testing documentation is returned to the System Test Coordinator for returning to GADOE for scoring. The training agenda, sign-in sheet, copies of the training materials, and a copy of the principal certification will be stored in the Guidance Department vault for five years. Examiner certification and school test coordinator certification will be kept on file at the Central Office with the System Testing Coordinator.
Accommodations	
Before	The school test coordinator enters accommodations in DRC for all students with an IEP, an EL plan, or a 504 plan. All students receiving accommodations are grouped according to their plans.
During	Students receive accommodations for presentation, setting, response, and scheduling based on their education plan.
After	All testing materials are signed in after testing is complete. Materials are placed in the administrative suite vault after testing.
Technology	
Before	Coordinate with the school technology coordinator to ensure that all devices are ready for testing.

	The school technology coordinator will ensure there are enough testing devices. The school technology coordinator will check all devices to ensure compliance with DRC requirements. The school technology coordinator will work with the system technology coordinator to ensure the wireless network is running properly. Technology troubleshooting and points of contact will be discussed during school Milestones training.
During	The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices each testing session.
After	Examiners collect technology devices from the students immediately after their tests are submitted.
Training	
Before	The system test coordinator provides training to the school test coordinator before the testing window. School test coordinators provide the examiner and proctor training for each testing window. Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas. Examiners will have a two-week window for organizing and preparing the manipulations required for testing.
During	Emails are sent at the beginning and end of each testing session, including reminders and procedures. All staff are informed when each testing session has concluded and that all materials have been received.
After	Staff members are trained on how student results are shared with parents. Parents are provided with detailed explanations about how to interpret their child's test results.