

PROCEDURE PERTAINING TO STANDARDIZED TESTING

Standardized testing is a part of the educational experience of all students. When properly administered and interpreted, test results provide an independent, uniform source of reliable and valid information which enable:

- *students* to know the extent to which they have mastered expected knowledge and skills and how they compare to others;
- *parents* to know if their children are acquiring the knowledge and skills needed to be successful in today's world;
- *teachers* to know if their students have met proficiency status in the curriculum and, if not, schools to utilize supplemental resources to determine individual student strengths and/or weaknesses;
- *community leaders and lawmakers* to know if students in North Carolina Schools are improving their performance over time and how the students compare with students from other states or the nation; and
- *citizens* to objectively assess their return on investment in the public schools.

Because any standardized test is a limited source of information, such information will be used in conjunction with other available information known about a student to assist in improving student learning. The administration of tests required by applicable law and the use of student test data for personnel/program decisions shall comply with the Testing Code of Ethics adopted under 16 NCAC 6D, as published in Vol. 2 NCS Issue 1, page 19, and will be administered according to the procedures established by the test publisher and local board policy.

In accomplishing these ends, the following will be implemented.

- A. The superintendent will select and work with the director of testing to accomplish the following:
 1. Develop and publish a yearly testing calendar.
 2. Attend all state level training/preparation concerning testing and accountability.
 3. Provide information and training to central office and school administrative staff relating to test administration, appropriate use of released testing materials, accountability requirements, data utilization for curriculum and instructional planning, etc.
 4. Organize training/in-services for school level testing coordinators.
 5. Order, secure, and maintain testing materials for all state and local tests.

6. Train local testing coordinators for each test administration to include appropriate testing procedures, security policies, and ethical practices.
 7. Monitor implementation of testing program.
 8. Evaluate testing irregularities and procedural infractions, determine action required and report finding to appropriate personnel for information and/or action.
 9. Receive and account for materials for scoring or processing.
 10. Scan and score tests not requiring commercial or state level processing and forward those tests that do require special scoring.
 11. Produce and provide student and school level reports for students, parents and schools.
 12. Communicate school and system test information to the board and to the school community.
 13. Provide additional testing analysis as needed by the schools, by the board, or as directed by the superintendent.
 14. Provide requested data or produce reports for all system and state required accountability initiatives.
 15. Provide consultative services to the local schools upon request, to assist with curriculum ideas and practices.
- B. Each principal will assign and work with a school level testing coordinator to accomplish the following:
1. Coordinate the school level testing program.
 2. Attend all applicable test training sessions/in-services.
 3. Order, receive, secure, and distribute testing materials.
 4. Inform students and parents of test administration purposes and dates.
 5. Ensure the appropriate use of released testing materials.
 6. Train administrators and proctors for each test administration to include appropriate testing procedures, security policies, and ethical practices.
 7. Communicate with staff the schedules and administrative procedures of each test administration.
 8. Plan and coordinate the implementation of procedural modifications.
 9. Oversee school level testing administrations.

10. Ensure the testing of all eligible students through the regular administration, modified administrations, make-ups, and/or re-testing of misadministrations.
 11. Report any irregularities for appropriate action to be taken.
 12. Work with the Superintendent or the director of testing to investigate and reconcile all reported irregularities or violations, and to implement steps to address the consequences of the action along with steps to prevent a recurrence.
 13. Assure appropriate editing and completion of testing materials.
 14. Assure accountability of materials and return to central office.
 15. Assist with receiving results and distributing test information to school personnel, students and parents.
 16. Assist with the interpretation of test data as it relates to curriculum and instruction.
 17. Assure the proper storage, utilization, and confidentiality of reports.
- C. Administrators, proctors and instructional staff will accomplish the following depending upon their testing responsibilities:
1. Administrators and proctors will attend test administration training sessions conducted by the school level testing coordinator.
 2. Administrators will review the test administrator's manual prior to the test administration.
 3. Instructional staff will discuss with students the purpose of the test prior to the test administration.
 4. Instructional staff will utilize released materials as trained/instructed by the principal or testing coordinator.
 5. Administrators will conduct an unbiased administration of the test and follow the test administration procedures precisely as outlined in the manual.
 6. Administrators will account for all test materials prior to, during, and after the test administration and notify the school level testing coordinator if discrepancies are discovered.
 7. Administrators and proctors will maintain test security and ensure a standardized test administration by following proper testing procedures.
 8. Administrators and proctors will ensure that a proper testing atmosphere is provided.

9. Administrators and proctors, in conjunction with special students' personnel, will follow the appropriate procedures for modifications detailed in the administration manual for administering tests to students with permanent or temporary disabilities.
10. Administrators and proctors will review and edit each student's answer document, complete all requested coding information, and complete headers and other supplemental forms.
11. Administrators and proctors will ensure that the school level testing coordinator is notified of all needed make-ups.
12. Any employee knowledgeable of irregularities or violations of proper testing procedures will report these to the school level testing coordinator.
13. Instructional staff or appropriate personnel will receive individual and class level testing data for secure filing and/or dissemination to students/parents.
14. Instructional staff will communicate and interpret student performance to parents.
15. Instructional staff will evaluate individual and class results as it relates to meeting expected student growth and coverage of the North Carolina Standard Course of Study.
16. All staff will ensure confidentiality of student records as outlined in Family Education Rights and Privacy Acts of 1974, 20 U.S.C. 123g.