

PROFICIENCY BASED PROMOTION TESTING PROCEDURES

The tests adopted by the Board of Education are the Oklahoma Proficiency Test by Riverside Publishing Company through the Oklahoma Test Proficiency Coop, the Iowa assessments by Houghton Mifflin Harcourt, or the district benchmarks.

The following are the steps to be taken when a proficiency assessment is requested:

1. The testing window of June through September has been set for proficiency testing. When requested in this window, the principal will coordinate a meeting with all parties concerned: the principal, parents, counselor, teacher(s), and possibly the student. The meeting will be to determine the best possible means of assessing the student's proficiency in the selected area(s), when the assessment will start, where the assessment will take place, and to obtain the parent's or guardian's consent to give the proficiency assessment.
2. The assessment will be given following the directions of the publisher.
3. After the assessment is completed, it will be scored by the tester and taken to the principal. The principal will then coordinate a meeting with all parties concerned: the principal, parents, counselor, teacher(s), and possibly the student. The purpose of the meeting will be to discuss the results of the assessment. After the meeting the score sheet and the test will be destroyed.
4. If the score is 90% or better, the appropriate grade will be posted to the student's permanent record and credit given towards graduation. The student will be allowed to enroll in the next higher level in that particular subject area. If the score is below 90%, all records of the test shall be destroyed and the records treated as if no assessment was ever requested or given.