

## **Program Evaluation**

### **Testing Program**

Representatives of the Instructional Services Department will meet at least once per year to review the district assessment program. These representatives will develop the implementation plan for the following year's assessment program by May 15. The plan shall include a schedule for all assessment activities to be conducted during the year. In its review, the representatives shall consider such factors as:

- A. Validity. Do the proposed assessment materials measure the district's objectives? Are the items compatible with the district scope and sequence?
- B. Administration. Are directions clear for the teacher? For the student? Is the format attractive?
- C. Interpretation of Results. Are results reported in a form that is meaningful to the teacher, the student, the district, the parent?

The proposed schedule shall be reviewed by principals and by the superintendent. The schedule shall be distributed to individual schools by August 15. The Instructional Services Department shall be responsible for ordering tests, distributing materials and scoring sheets, and distributing administration instructions. After tests have been scored, the Instructional Services Department shall be responsible for:

- A. Preparing reports on test results for board, instructional staff, parents/guardians and the general public.
- B. Interpreting scores for staff and interested persons.
- C. Disseminating individual scores to staff responsible for counseling, screening and special placement of individuals.
- D. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.