**Department of Research and Accountability**

**Procedures: Administration of County-Wide Assessments**

I. **PURPOSE**

To establish uniform, county-wide procedures which guide the administration and score reporting for county-wide summative assessments. This procedure addresses the handling of testing material, the assessment process, and the accuracy of data reporting.

II. **HANDLING TESTING MATERIALS**

a. Copies of assessments and individual assessment items should be kept secure prior to test administration.
b. Assessment items or derivative items may not be used for instruction prior to the administration of the assessment.
c. Students may not be given access to the assessment or individual items prior to the administration of the assessment.
d. Specific assessment items may not be used to plan instruction leading up to the administration of the assessment.

III. **ASSESSMENT PROCESS**

a. Assessments must be administered during the approved assessment window.
b. Teachers must follow the assessment-specific protocols and directions distributed with the assessments.
c. It is a breach of professional ethics for anyone to knowingly and willfully:
   i. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
   ii. Coach examinees during testing or alter or interfere with examinees' responses in any way;
   iii. Provide unapproved accommodations.

IV. **ACCURACY OF DATA REPORTING**

a. It is a breach of professional ethics for anyone to knowingly and willfully:
   i. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the prohibited acts listed above;
   ii. Refuse to disclose information regarding test security violations;
iii. Fail to report test scores, numbers of students tested, other indicators of test performance and participation for all participating students;

iv. Report incorrect or otherwise inaccurate test scores, numbers of students tested, or other indicators of test performance and participation;

v. Exclude a student or students from participation in mandatory tests without appropriate approval.

b. When it is evident that a violation has occurred that result in inaccurate results for an assessment one or more of the following remedies can occur:

   i. If there are multiple versions of the assessment the student(s) may be given the opportunity to retest;

   ii. Test results may be invalidated and the student will receive no score on the assessment;

   iii. The scores may be adjusted to reflect actual student performance;

   iv. Student scores may be recorded as reported;

c. For the purpose of teacher evaluation one or more of the following remedies can occur:

   i. The scores of the effected students may be reported as the lowest obtainable score;

   ii. The scores of the effective students may be eliminated from the evaluation;

   iii. The scores of the effected students may be adjusted to reflect actual student performance;

   iv. The student growth component of the evaluation may be recorded as Ineffective regardless of student assessment results.