

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.