

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2130 P-2

TESTING PROGRAM EVALUATION

The Curriculum and Staff Development Council (CSDC), representative of the staff, will meet at least once per year to review the district assessment program. In its review, the committee shall consider such factors as:

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

The district office shall be responsible for ordering tests, distributing materials and scoring sheets, and distributing administration instructions. After tests have been scored, the district office shall be responsible for:

1. Preparing reports on test results for the board and providing test results for instructional staff, parents/guardians and the general public.
2. Interpreting scores for staff and interested persons.
3. Disseminating individual scores to staff responsible for counseling, screening and special placement of individuals.
4. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

Implemented 05-31-2001