

**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. Proficiency based testing will be administered at two different times during the months of June or July. Testing will take place at the Piedmont Administration Building.
2. Parents will be asked to complete a form. This form is available on the Piedmont Public Schools website or can be sent by email upon request.
3. The site team (classroom teacher, counselor and principal) will consult and recommend or not recommend the student for proficiency based testing.
4. Elementary students will be tested over core subjects. Secondary students will be tested in single subject areas. Results will be shared with the parent or guardian as they become available and results will be placed in the student's cumulative file.
5. If the score is 90% or better, the appropriate grade will be assigned credit given towards graduation. The student will be allowed to enroll in the next higher level in that particular subject area. A qualifying score will be transcribed as an unweighted "A" (grade point equivalent of 4). The unit shall count toward meeting the graduation requirements for a high school diploma.