

LAKWOOD SCHOOL DISTRICT #306
ADMINISTRATIVE PROCEDURES
BOARD POLICY #2090

Procedure-Program Evaluation

Testing Program

The district will develop a schedule for all assessment activities to be conducted during the year. In its review, the district will 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 schedule shall be distributed to individual schools by August 15. 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:

- 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.

Adoption Date: 12-7-11
Classification: **Encouraged**
Revised Dates: **2.24**