

BOARD AGENDA ITEM
October 25, 2016

SUBJECT:

Changes to Policy ILB Test/Assessment Administration – Final Reading

BACKGROUND:

The current policy makes reference to obsolete tests and does not take the districts new administrative structure into account.

ADMINISTRATIVE CONSIDERATION:

The proposed policy updates the list of state assessments, addresses the changes in administrative structure, and references security and computer-based testing.

RECOMMENDATION:

Adopt the proposed policy on final reading

ATTACHMENT:

Policy ILB Test/Assessment Administration

PREPARED BY:

King Laurence
DeeDee Washington
Kate Olin

TEST/ASSESSMENT ADMINISTRATION AND SECURITY

Code **ILB** Issued **10/16**

Purpose: To establish the basic structure for administering standardized tests.

It is the policy of the Aiken County School District that all mandatory tests administered by or through the state board of education to the students of the district will be administered in accordance with state law and regulations. Aiken County Public Schools carefully monitors and adheres to all federal and state testing regulations for both paper-based and computer-based testing (CBT). Violation of any state law or regulation or any of the guidelines herein will subject the individual to liability and may lead to criminal proceedings (resulting in fines and/or imprisonment), termination, suspension or revocation of administrative and/or teaching credentials.

Individuals will adhere to all procedures specified in all operating manuals governing the mandated testing programs. The use of current tests as instructional tools is specifically prohibited.

Tests administered by this district by or through the state board of education include, but are not limited to, the following.

- Palmetto Assessment of State Standards (SC PASS) in science and social studies
- SC Ready Assessments in mathematics and English language arts
- Cognitive and census assessments (DRA2, CogAT, etc.)
- Formative Assessments (reading inventories, etc.)
- End of Course Examination Program (EOCEP) assessments: English language arts, mathematics, science, and social studies
- ACT
- WorkKeys

State-owned test materials and district-owned materials which are the same as those utilized in any state mandated testing program will not be used for census testing in the grades included in the state mandated program(s) except on testing dates specified by the state department of education.

All tests and test materials including observational answer keys, videotapes and completed observation sheets and examinee answer documents, will be kept under lock and key in a central location in the district office. The key will be in the possession of the superintendent or his/her designee. During testing, the test materials issued to schools are to be kept secure at all times. The school principal and the designated Site Test Coordinator (STC) are responsible for adherence to all test security protocols and monitoring the chain of custody of all testing materials.

No employee of the district will knowingly or willfully do the following:

- Give examinees access to test questions prior to testing.
- Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet.
- Coach examinees during testing or alter or interfere with examinees' responses in any way.
- Make answer keys available to examinees.
- Fail to follow security regulations for distribution and return of secure test materials as directed or fail to account for all secure test materials before, during and after testing.

PAGE 2 – ILB - TEST/ASSESSMENT ADMINISTRATION

- Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section.

The chief officer of administration and the director of accountability and assessment will be designated as the individuals in the district who will be responsible for procuring commercial tests used in testing programs administered by or through the state board of education. The names of the individuals so designated will be provided by the superintendent to the state department of education in writing on an annual basis or as often as required by the state department of education.

Adopted 8/10/76; Revised 5/13/86, 1/8/02

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 59-1-445 - Violations of mandatory testing security; penalties; investigations.
2. Section 59-1-447 - Regulations for mandatory test security procedures.

B. State Board of Education Regulations:

1. R-43-100 - Test security regulations.