

TESTING PROGRAMS

This rule established the purposes, responsibilities, and procedures for system-wide, local school, and special testing programs and requirements for reporting school progress.

System-wide Testing Program

1. Purposes
 - a) Provide teachers and principals with information about the potential for learning, the level of skill development, and the degree of academic achievement of individual students and groups of pupils so that schools can more effectively meet student needs.
 - b) Provide parents with information about the aptitude for learning, the level of skill development, and the general academic achievement of their children as indicated by performance on standardized tests.
 - c) Provide data useful to the professional staff for improving the instructional program.
 - d) Assess the effectiveness of components of the instructional program and inform the staff, the school committee, and the public of the findings.
 - e) Provide data required for research studies and for other special purposes.
2. System-wide Responsibilities – The director of curriculum and instruction is responsible for the system-wide testing program.
 - a) Prepare and distribute a tentative testing schedule each spring, provide an opportunity for review by participating departments, incorporate suggested revisions where possible, and establish a final schedule.
 - b) Distribute final schedule to all schools and departments in August.
 - c) Prepare, or procure, and distribute materials relevant to the program.
 - d) Organize systematic supervision of test administration.

- e) Coordinate the testing program and related activities, including orientation and training for test administrators.
 - f) Coordinate the processing of the test data.
 - g) Compile, analyze, and report the data as it applies to each grade level.
 - h) Provide guidance and assistance in the dissemination and interpretation of test data. The data shall show the percentile rank, grade equivalent scores in each area, and indicate the relation of these scores to the system average.
3. Local School Responsibilities – Each principal is responsible for all school-level activities related to system-wide testing.
- a) Administration
 - (1) Plan with, orient, and train staff for administration of tests.
 - (2) Plan with and supervise staff in establishing and maintaining positive student attitudes toward testing.
 - (3) Plan with and supervise staff in preparing students in techniques and strategies of test-taking.
 - (4) Supervise the distribution, collection, and storage of test materials, ensuring that proper security measures are employed.
 - (5) Supervise staff in test administration routines.
 - (6) Ensure that all students in the designated population are tested.
 - b) Dissemination and Interpretation of Results
 - (1) Conduct a faculty meeting each year on school test results and their interpretation and implications.
 - (2) Report the school test results to the parents each year at a meeting scheduled for that purpose.
 - (3) Cite implications of test results to the parents each year at a meeting scheduled for that purpose.

- (4) Report test data in the Annual School Progress Report using the table of school test information issued by department of pupil and program appraisal.
- (5) Make individual student data available only to the pupil, the parents of the pupil, and teacher or teachers, principal, counselor, area staff, and other professional personnel with specific responsibility for helping the student.

(c) Guidance and Counseling

- (1) Assure confidentiality of individual student data by establishing procedures for a appropriate storage, distribution, and use.
- (2) Distribute information to parents concerning children's individual test scores.
- (3) Foster the scheduling of parent-teacher conferences for discussion of individual's test scores and their implications.
- (4) Ensure that individual test data are incorporated in each pupil's test record.
- (5) Urge staff to employ appropriate test data in counseling students.

(d) Management of Instruction

- (1) Organizing for Instruction
 - (a) Guide the management team in the review and interpretation of student data for planning programs for students.
 - (b) Supervise staff in appropriate use of test data in planning instruction for classes, groups within classes, and individuals.
 - (c) Assure that budgeting of instructional time provides adequately for development of reading, language, mathematics, and work study skills.
- (2) Providing for Exceptional Students
 - (a) Monitor preparation of lists of students with specific deficiencies of proficiencies.

- (3) Assessing and Modifying Program
 - (a) Review school level data with staff.
 - i) Examine indicators of attainment of school objectives.
 - ii) Establish areas for emphasis for the coming year.
 - (b) Establish school objectives and implement program modifications in accord with needs identified through test data analysis.
 - (c) Review with teachers, individually, their planned follow-up activities related to data analyses.