

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: ILB**

**TEST/ASSESSMENT ADMINISTRATION**

The school district will establish and maintain a district educational testing program which shall be applicable to all students.

The purpose of the district testing program is to facilitate and provide information for the following:

1. **STUDENT ACHIEVEMENT** - To produce information about relative student achievement so that parents, students, and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information may be used to serve as a validation device, for other measures of student progress.
2. **STUDENT COUNSELING** - To serve as a tool in counseling and guidance of students to further education and for specific academic placement.
3. **INSTRUCTIONAL CHANGE** - To provide data which will assist in preparing recommendations for instructional changes. These data should:
  - a. Help teachers with instructional decisions, plans, and changes regarding classroom objectives and program implementation.
  - b. Help staff formulate and recommend instructional policy.
  - c. Help the Board of Trustees establish instructional goals.
4. **SCHOOL AND DISTRICT ASSESSMENT** - To provide indicators of the relative progress of schools within the district.
5. **SCHOLASTIC TESTING** - To provide evidence of demonstrated proficiency in meeting applicable student performance standards and/or to determine competency in required curriculum areas as determined by the School District, State law, and/or rules and regulations of the State Board of Education. The procedures utilized by the District for test assessment and administration shall, to the extent possible, avoid bias against any one set of students. The District will strive to achieve consistency and reliability in its test administration and assessment procedures.

**TEST SECURITY**

Test security is very important to maintain the overall integrity of national achievement tests, state tests and district tests. Overall security and care of tests shall include the following:

- Each person who handles tests during the testing process is responsible for the overall security of tests for the specific purpose of avoiding issues related to test tampering.
- Teachers are responsible for tests while in their classrooms.
- While test cleaning may be permitted by testing companies, only students are to erase random marks from their own tests. Teachers and aides and other school personnel are not to clean tests.
- Principals are responsible for the security and proper care of tests while tests are in their buildings.

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- Tests sent to the central office in preparation for shipment shall be the responsibility of the curriculum director.
- It is the responsibility of each person involved in any district testing to maintain the integrity of tests and the testing process.

Adopted: 1/20/98

Revised: 1/16/01

Revised: 2/19/02