

District Exam Guidelines and Best Practices

Assessment and Accountability Department

Test security and administration procedures:

1. All students are to be tested.

- a. Every effort must be made to test ALL expected-to-test students.
- b. ALL answer documents must be scanned/scored (except the blank, pre-gridded documents of students who do not test).
- c. Make-up opportunities must be afforded where allowable.
- d. "Double F" students are expected to test.
- e. Students with allowable exam exemptions MAY take the exam with no credit toward their grade (as outlined in the Student Handbook).
- f. If a course has a district exam, that district exam MUST be administered.

2. All test documents are to be kept secure.

- a. Documents MAY NOT be COPIED.
- b. Students MAY NOT receive COACHING immediately before or during exam administration.
- c. District approved Review Guides are the only appropriate reviews to use with students for semester exams.
- d. Secure exams are not to be provided to teachers for review prior to testing.
- e. During pre-planning, teachers can use an item analysis from the district test platform for appropriate academic purposes. At no time should a staff member be allowed to review a secure exam in private or to take notes regarding specific exam items at any time.
- f. All who handle testing documents must have a signed security agreement on file.
- g. Student and/or Staff testing irregularities and/or security breaches must be reported immediately to the principal and the Director of Assessment and Accountability.
- h. All course related information which could compromise the validity of student responses must be removed from the test environment.
- i. All violations will be handled by the Assessment and Accountability Department.

3. Test documents must be properly secured and returned.

- a. Secure tests and related test materials must be kept in LOCKED storage.
- b. Tests should be numbered to ensure all tests are returned each day to the test coordinator.
- c. MISSING materials must be reported to the school principal and the Director of Assessment and Accountability.
- d. ALL tests must be accounted for and returned to the assistant principal for curriculum at the conclusion of the administration of each subject tested.

- e. After a test window has closed or when all students have tested, secure district tests must be collected, accounted for, and securely stored at the school site as directed by administration. These tests must not be used for any other academic purpose throughout the school year.
- f. Students' scored bubble sheets must be returned to the test coordinator within 5 school days after scanning is completed. Bubble sheets must be kept on campus for 18 months after the initial date of the test administration.
- g. All used bubble sheets must be securely destroyed 18 months after administration.
- h. When an assessment is revised, all outdated copies/versions of the test must be returned per instructions from the content supervisor or the Assessment and Accountability Department.

4. Accommodations

- a. ELL, ESE, and/or 504 plan accommodations must be provided to the appropriate students.

5. Testing Window

- a. The testing window for each building level and test is uniform across the district.
- b. Schools cannot provide exams to students outside of the testing or make-up window without the prior approval of the Assessment and Accountability Department.
- c. All exams must be scanned and scored as soon as possible.
- d. All copies of each exam must be collected and securely stored. Any missing exams must be reported immediately to the Assessment and Accountability Department.

6. Grading Procedures

- a. All District assessments must be scanned and scored in a timely manner.
- b. The District Exam Scale MUST be followed for all exams unless otherwise directed by the content supervisor or the Assessment and Accountability Department.
- c. For courses without a District Exam Scale, the content supervisor will provide guidance for grading.
- d. School administrators must be notified immediately of any scanning errors or test irregularities. School administration MUST contact the Assessment and Accountability Department for further direction.

By signing below, I have read and I acknowledge the Exam Guidelines and Best Practices.

School Name and Site Number

Print Name

Date

Signature