

## INSTRUCTION

### Student Assessment

A District assessment committee, representative of the staff, will meet at least once per year to review the District testing program. The committee shall submit its recommendation to the Assistant Superintendent for Curriculum and Instruction for the following year's assessment program by June 15. The recommendation shall include a schedule for all assessment activities to be conducted during the year. In its review, the committee shall consider such factors as:

1. Validity and Reliability - Do the proposed assessment materials measure the District's objectives? Are the items compatible with the District essential learnings?
2. Administration - Are directions clear for the teacher? For the student? Is the format attractive?
3. Interpretation of Results - Are results reported in a form that is meaningful to the teacher, the student, the District, the parent?
4. Information Need - What is the need for the data generated by the assessment?

The proposed schedule shall be approved by principals and by the Superintendent. The schedule shall be distributed to individual schools by October 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:

1. Preparing reports on test results for Board, instructional staff, parents/guardians, and the general public.
2. Interpreting scores for staff and interested persons.
3. Disseminating individual scores to staff responsible for counseling, screening, and special placement of individuals.
4. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

Essential Learnings are assessed in *formative*, ongoing ways in the classroom, helping teachers to adjust instruction and improve student performance. *Summative* assessments, intended to provide a summary report on the degree of knowledge or proficiency attained at the conclusion of a unit, course, or program of study, are used both in the classroom and for District assessments. To support both forms of assessment and promote assessment literacy, the District will be responsible for offering the following workshops to District staff:

- A. Fundamental Assessment Literacy
- B. Sound Grading Practices
- C. Selected-Response and Short-Answer Tests
- D. Developing Essay/Constructed-Response Tests
- E. Performance Assessment
- F. Using the State-Developed Teaching/Assessment Materials (Toolkit, Example Tests, and Assessment Samplers)
- G. Reading Assessment
- H. Writing Assessment - Using the Six-Trait Scoring Guide
- I. Mathematics Performance Assessment - Using the District's Scoring Guide
- J. Testwiseness
- K. Interpreting the New State Assessment Results
- L. Uses of Standardized Test Information
- M. How to Develop End-of-Course Exams

Approved: March 24, 1999

Revised: May 23, 2001