

## SCHOOL DISTRICT STANDARDIZED TESTING PLAN

### I. PURPOSE

It is the purpose of this policy to set forth the School District's testing plan and procedure.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the School District to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

### III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR

The District Assessment Coordinator as named in Policy 613, Graduation Requirements, shall be responsible for overseeing appropriate and secure testing procedures for Minnesota Assessments within the district. The District Assessment Coordinator is the district's main contact with MDE, AIR, and the School Assessment Coordinators.

Annually, the Minnesota Department of Education publishes the Procedures Manual for the Minnesota Assessments. This manual provides the District Assessment Coordinator with procedures and guidelines for administering statewide assessments. Duties of the District Assessment Coordinator shall include:

- A. Test Security
- B. Test Preparation
- C. School Assessment Coordinator Training
- D. Coordination of Computer-delivered Testing

### IV. TEST SECURITY

#### A. Security Requirements.

1. When administering Minnesota Assessment Tests, the School District shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education:

- a.. All test materials must be secured, either physically or electronically, before and after the test administration;
- b. The tests, testing materials, and answer sheets are nonpublic data;
- c. No copies of test booklets or answer sheets shall be

made;

2. When administering a graduation-required assessment for diploma (GRAD), the school district must observe the following test security measures:

- a. A student is required to present valid photo identification before being admitted to the testing site if:
  - (1) the student is not enrolled in the testing district; or
  - (2) the student is unknown to the test proctor.

3. The School District shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations. MDE shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

- 1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
- 2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

## **V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC**

- A. The school district shall report assessment information as part of the Annual Report of Curriculum, Assessment and Instruction to the Department by October 15 in a format determined by the Department.
- B. The school district shall prepare and disseminate annually by October 15 this public report electronically, through the official newspaper or through publications sent to all households in the school district.

## **VI. REQUIRED DOCUMENTATION**

The school district shall maintain records as outlined in the Procedures Manual for Minnesota Assessments. The records must include:

- A. Required notifications to parents and students;
- B. Test security procedures comply with Minn. Rules Part 3501.0150;
- C. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules Part 3501.0090;
- D. The school district's process for testing considerations for LEP students complies with Minn. Rules Part 3501.0100.

## **VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS**

- A. Written Notice. The School District shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
  
- B. Notice of Graduation Requirements.
  - 1. No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the School District during or after 9th grade, the School District shall provide to the parents and the student written notice of:
    - a. The graduation requirements; and
    - b. The grade in which the student shall have the first opportunity to take a test in basic standards.
  
  - 2. The school district shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The school district shall provide written notice to parents and students of GRAD results no later than sixty (60) days after the district receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.
  
- C. Notice of Test Results and Remediation Opportunities. The School District shall provide no later than ninety (90) days after a student takes a graduation test, written notice to the parents and the student of:
  - 1. Test results; and
  - 2. if the student is in the graduating year:
    - a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and
    - b. The process by which a parent or student can appeal the School District's decision if additional testing or testing accommodation is denied.
  
- D. Notice Pertaining to Adequate Yearly Progress. If the School District is proposed for identification for school improvement, by the Minnesota Department of Education, the School District shall provide to parents of students in the School District sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department's proposal.

## **VIII. STUDENT RECORD KEEPING**

A. Test Results. The school district shall keep a record on each student that includes results of the Minnesota Assessments taken and the test results.

**B. Student progress.**

1. Individual student progress must be reported on a student record as described in this part.
2. "Pass" or "p" must be noted on the record of a student who passes a GRAD under standard conditions or with an accommodation.
3. "Pass" or "p" must also be noted on the record of a student who passes a GRAD with a modification established in the IEP or section 504 accommodation plan. This notation is also used as a GRAD notation for any other modified or alternate assessment used for accountability purposes for students with disabilities. The records for students passing with an accommodation or a modification or who pass an alternate assessment must not differ from the records of students passing the test under standard conditions.
4. LEP exemption: Students who are designated as LEP in the MARSS system are not required to pass the GRAD if they have been enrolled in any Minnesota school for less than four consecutive years.

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