

4048 Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

Assessment Responsibilities. The Director, in consultation with building principals and classroom teachers, will be responsible for:

- overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
- designing procedures that result in accurate data relating to student progress under district and state accountability systems.
- sharing results of state assessments with the Board, so the Board can use accurate and up-to-date data in district decision making.

Every classroom teacher or other staff member who administers assessments is responsible for:

- complying with appropriate assessment security procedures;
- taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
- ensuring the security of all test materials.

Security Violations and Cheating. Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook. Staff members who suspect a breach of security on state academic achievement tests must promptly report their suspicions to the building principal or director. The building principal or director will investigate the circumstances and report the results of the investigation to the Secretary of Education.

The director and building principals will communicate to staff what constitutes cheating and communicate the possible personal and

district sanctions. Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including immediate termination.

Adopted on: 8/15/2023

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