

P1800 COMPREHENSIVE ASSESSMENT PROTOCOL

BOARD POLICY:

The Assessment and Research office has the responsibility for coordinating district wide assessment programs including formative screeners, diagnostics, progress monitoring, and outcome assessments. Principals are responsible for the administrative implementation of the basic program.

Administrative Implemental Procedures:

1. The assessment program affords continuous, uniform measurement of educational progress and abilities and is an integral part of the individual school's program for evaluating student achievement. It also serves in system-wide evaluation aligned with providing a systemic Multi-Tier System of Supports (MTSS).
2. Assessment data may be shared with parents, lawful custodians, or students through personal conferences, profile sheets and district reports. Release of all assessment information shall be consistent with existing policies.
3. General instructions and assessment administering procedures will be provided in the assessment administration guides and supporting assessment bulletins supplied by Assessment and Research.
4. The administration of diagnostics are expected in the district's assessment protocol for providing a coherent MTSS.
5. Assessment revision considerations will be submitted to Assessment and Research. Assessment and Research will function as the annual reviewing and recommending committee for the district's Comprehensive Assessment Protocol.
6. Building principals are responsible for making provisions for the implementation and administration of the basic assessment program as outlined by the district protocols for providing a MTSS.
7. All students, including students with disabilities and English language learners are expected to participate in assessments outlined in the district's Comprehensive Assessment Protocol. Exemptions for special needs students or procedures outside the standardized administration may be granted by the Executive Director of Assessment and Research in collaboration with the Assistant Superintendent of Student Support Services.
8. The results of student performance on all district summative assessments will be prepared and disseminated on an annual basis. The reporting process will include separate reports for each summative assessment program and annual summaries of summative test results for each school.
9. The annual report for the preceding school year will be prepared and made available on or before September 15.

Administrative Responsibility: Assessment and Research

Latest Revision Date: June 2021

Previous Revision Date: October 2011 P1800