

II-R Testing Programs

5/22/15

RATIONALE/OBJECTIVE:

The Cobb County School District (District) implements and maintains a District-wide assessment program that incorporates standardized tests required by the Georgia Department of Education, state or federal law, and any other assessments required by the District (Board Policy IH [Student Achievement]) to assist teachers and administrators in providing appropriate instruction for students.

RULE:**A. GENERAL PROVISIONS:**

1. Under the direction of the Superintendent, the District test coordinator should develop procedures for test administration and test security. The procedures will be consistent with state and federal requirements.
2. All tests shall be administered according to established testing procedures.
3. General publication of test results shall be authorized by the Superintendent. Generalized results of all state or District mandated standardized tests should be reported to the Board of Education (Board) as soon as possible after receipt.

B. PURPOSE:

The testing should fulfill the following purposes:

1. To identify each school's instructional strengths and weaknesses;
2. To serve as one source for the evaluation of the educational program;
3. To facilitate the planning of appropriate curriculum and instructional programs;
4. To facilitate in the selection of classroom instructional strategies;
5. To identify the level of achievement of District students as compared with that of other school districts locally and nationally; and
6. To inform parents and the general public of the achievement of Cobb students.

C. GUIDELINES:

The following regulations should be observed in implementing the testing program in the District:

1. The Principal should appoint an administrator to coordinate the school's testing program.
2. It shall be the responsibility of the Principal to ensure test security and adherence to established administration procedures.
3. All state mandated assessments shall be administered by Georgia-certified educators. All personnel involved in the administration of testing, either directly or indirectly, should be trained prior to testing students.
4. Schools should inform parents/guardians of impending standardized group testing required by the District. Such notification must be provided prior to the first day of testing and should include the name, purpose, and dates of testing.
5. Any employee or other individual who becomes aware of a testing irregularity or any other circumstance that might affect the integrity of the standardized state or federal assessment program should immediately report the matter to the Academic Division. Testing irregularities might include, but are not limited to, missing test booklets; failure to follow administration directions; copying or communicating test content; making relevant teaching aids available to students during test sessions; assisting students with answers during test sessions; presenting actual or cloned test items to students before, during, or after test sessions. Such irregularities are serious matters with the potential to compromise test security and result in invalid test scores for students. Where appropriate,

or as required by state regulation or authority, such irregularities will be reported to Human Resources, the State Department of Education, and the Professional Standards Commission (Administrative Rule GAGC-R [Employee Ethics]). Serious incidents should also be reported to the Board of Education.

6. Schools may administer assessments beyond the scope of the required District program. The school will be responsible for any costs incurred. The schools must not administer test forms currently used by the District.
7. Standardized test scores should be posted to the student's record as soon as possible after testing results are received by the school. Each school shall be responsible for offering the opportunity for interpretation of test results to parents/guardians and students.
8. Individual student assessment scores are confidential and should generally be made available only to the student, the student's parent(s) or guardian(s); appropriate District personnel; and any mandated state or federal entity (See Administrative Rule JR-R [Student Records]). Principals are responsible for implementing procedures consistent with state and federal laws that secure parental and student rights to privacy with regard to assessment results.
9. Each school is responsible for conducting an annual staff development session for all teachers on the use of test results within the instructional program to improve student academic achievement (Georgia Board of Education Rule 160-3-1-.07).
10. The District test advisory committee, composed of principals, teachers, counselors and selected representatives from School Leadership, Teaching and Learning, Special Student Services, and Technology Services should meet as needed, but at least annually, to consider relevant issues and make recommendations for implementation of the assessment program to the Superintendent's cabinet level staff.
11. Testing advisory committee members are selected by recommendation of their supervisor or director. New members are appointed for no more than three (3) year terms.

Adopted: 7/23/81

Revised: 4/28/83; 8/8/84; 2/10/88; 5/28/92; 7/28/94; 8/9/95; 11/10/99; 2/1/02

Reclassified an Administrative Rule: 9/1/04

Revised: 3/10/10; 1/18/12

Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IL)

Revised: 7/3/14; 5/22/15

Legal Reference

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| O.C.G.A. 20-02-0283 | Georgia Academic Placement and Promotion Policy-Criteria; specific requirements for students in grades three, five and eight; implementation |
| O.C.G.A. 20-02-0161.3 | High school student attending postsecondary institutions; notice; course credit; funding; testing |
| O.C.G.A. 20-02-0327 | Recognition of advanced proficiency/honors courses; counseling and development of individual graduation plans |
| O.C.G.A. 20-02-0159.4 | Policies and guidelines for awarding units of high school credit based on demonstrated proficiency |
| O.C.G.A. 20-02-0159.5 | Dual credit courses; requirements |
| O.C.G.A. 20-02-0207 | Online course on educator ethics |
| O.C.G.A. 20-02-0281 | Assessment of effectiveness of educational programs |
| Rule 160-1-3-.09 | Waivers and Variances of High School Graduation Assessments |
| Rule 160-3-1-.07 | Testing Programs- Student Assessment |
| Rule 160-4-2-.11 | Promotion, Placement, and Retention |
| Rule 160-4-2-.13 | Statewide Passing Score |
| Rule 160-4-2-.48 | High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years |
| Rule 160-4-5-.02 | Language Assistance: Program for Limited English Proficient (LEP) Students |
| 20 USC 6316 | Academic assessment and local educational agency and school improvement |