

## INSTRUCTION

### Program Evaluation

#### A. Student Testing and Assessment

As per WAC 180-52-020, the District is required to develop and adopt written policies relative to testing, kindergarten through grade twelve (12), including an outline of procedures by which parents or legal guardians of students may become acquainted with the nature of tests and their uses in helping children.

As per WAC 180-52-030, a written or oral test, questionnaire, survey, or examination shall not be used to elicit the personal beliefs or practices of a student or his/her parents as to sex or religion except with the written consent of parent or guardian.

#### B. Policy – Student Testing and Assessment

The District testing program shall be designed to elicit educationally significant information to be used in organizing effective instruction, evaluating school programs affecting individual educational placement, development, and improving curriculum, and facilitating effective educational, vocational, and social-personal guidance and counseling. The District testing program shall be divided into the following categories: uniform testing program; classroom testing; individual testing; optional testing; pre-college and vocational aptitude testing, research testing; assessment of health records.

#### C. Uniform Testing Program

As an integral part of its regular educational program, the District may administer standardized tests of academic achievement and general abilities to all students. This uniform testing program shall be adopted by the Board of Directors. The purpose of this program shall be to obtain information about all students to be used in their school instruction and placement. Results may be entered into the student's permanent record. Students' scores on all tests contained in the uniform testing program shall be provided in meaningful form to the students or parents/guardians.

A set of the tests included in the uniform testing program shall be maintained for examination by the student's parents or guardians at the District research and evaluation office, as allowed by the Superintendent of Public Instruction, during the testing window. Examination of testing materials will take place in the presence of a District administration representative, who will explain the purpose, structure, and administration of the instrument. Copying or duplicating the instrument or any part or portion thereof shall not be permitted.

D. Classroom Testing and Assessment

Evaluation of the student's classroom performance is essential to the process of providing adequate educational experiences for the students. Classroom teachers are authorized to construct tests designed to assess the student's achievement of the goals established for the class. These tests or scores of these tests shall not be placed in the student's permanent record.

The District expects all assessments to provide accurate and meaningful information about student achievement. Each assessment must meet five standards of quality as stated in Policy 2131; any assessments not meeting these standards should be discarded or not used. The five standards for quality assessment are:

1. A clearly articulated set of achievement/curriculum expectations.
2. Serve an instructionally relevant purpose.
3. Rely on a proper assessment method.
4. Sample student achievement in an appropriate manner.
5. Control for all relevant sources of bias and distortion that can lead to inaccurate assessment.

Teacher-constructed tests shall be made available for examination by the parents or guardians at their request.

E. Questionnaires or Surveys

Surveys or questionnaires may be developed within the District to gather information about students' interests and/or attitudes. Every effort should be made to ensure that the survey is valid and appropriate for the purposes for which it will be used. Effort must be made to minimize the loss of instructional time for the administration of surveys, and to ensure that the results gained from any survey justify the time needed for development, administration, analysis, and interpretation. Any survey administered at the school or District level must be consistent with the District mission, policies, and legal obligations.

For surveys requiring student identification, students must be notified as to how the information will be used, and must be given the opportunity to decline participation in the survey. Similarly, with anonymous surveys, students must be provided the opportunity to decline participation.

All surveys emanating from outside Central Kitsap School District must be carefully screened by the superintendent/designee to ensure that the proposed survey has potential value for the student, the school, or the District, and is consistent with the District mission, policies, and legal obligations. Surveys that would be classified as research proposals must follow the steps outlined in Policy 4350 and Procedures 4350P before being considered for administration in the District.

Surveys conducted by District staff members that involve no cost to the District, are limited to a single school, and involve only minor changes in the instructional program require the approval of the principal and the appropriate executive director of teaching and learning.

Surveys conducted by students as part of a class assignment that involve no cost to the District, are limited in nature, and involve only minor changes in the instructional program, require the approval of relevant teachers and principals, and/or the appropriate executive director of teaching and learning.

A copy of the summary data of any survey conducted in the Central Kitsap School District shall be submitted to the superintendent.

The superintendent shall establish procedures and guidelines for all surveys of students, parents, or staff members.

F. Psychological Testing and Assessment

It is sometimes desirable in general education to administer instruments designed to assess the individual student's intellectual, social, emotional, perceptual-motor, and other specific learning characteristics beyond normal instructional assessments. Tests, inventories, scales, or other appropriate instruments designed to provide desired information regarding these characteristics shall be administered by school personnel qualified to administer the instrument indicated and following referral by a certificated staff member and authorization by the school principal. Prior to the administration of any such instrument the student's parents or guardians shall be contacted to describe the need for individual assessment. Information on test items shall be made available at the discretion of the examiner within ethical standards prescribed for the assessment instrument. The written request/consent of the parents shall be obtained prior to the testing and assessment. In all instances, such written parental consent must be obtained prior to administration of a diagnostic personality test.

G. Optional Testing and Assessment

Classroom teachers, educational specialists, and other trained staff are authorized to administer approved standardized tests and inventories to individual students or groups of students on an optional basis. The purpose of such assessment shall be to obtain specific educational information to be used in the placement, educational planning, evaluation, instruction, and guidance of the student.

The instruments shall be selected in consultation with the director of research and evaluation. A copy of each approved instrument shall be maintained at the District curriculum or research and evaluation office. Results of such assessments may become a part of the permanent record.

H. Pre-College and Vocational Aptitude Testing and Assessment

The Central Kitsap School District recognizes the importance of student participation in various pre-college and pre-vocational placement, entrance and aptitude testing programs that are under the control of non-District agencies. Student participation in such programs will be strictly voluntary, and, for the most part, at the student's own expense. District financial and administrative responsibilities for such testing shall be directly related to the perceived usefulness of the results in the instruction and guidance of the student while in attendance in the Central Kitsap School District. Trained guidance personnel shall be available to provide consultation and interpretation of scores obtained on these tests and inventories.

Results of pre-college or pre-vocational testing shall be included in the student's permanent record when provided to the District in a form that is compatible with the District's permanent record format. However, it shall be the student's responsibility to provide reports of scores to agencies outside the public schools when such reports are required.

Brochures, information sheets, and registration forms provided by the test publisher shall be available to interested parents and students at the school and the District curriculum office. Specific questions regarding the nature and structure of the tests and specific test items and inventories included in this testing program shall be directed to the test publisher.

I. Research Testing and Assessment

Any testing done as part of a research project must be reviewed and approved by the District as outlined in Policy 4350.

J. Assessment of Health Needs

In order to benefit from educational opportunities, optimum physical health is essential. The health of students should be appraised every day by school personnel in one manner or another. Observations, health histories, and health status reports may be obtained to evaluate student health. The objectives of health appraisal shall be to:

1. Assure the student's ability to benefit from education opportunities offered.
2. Inform school personnel, parents, and the student of the student's health status.
3. Suggest adjustments in the school's environment or instructional program based on individual needs.
4. Serve as a learning experience for students, teachers, and parents, which will be basic to lifelong programs of healthful living.

To assist in meeting these objectives, individual and group screening for health needs shall be conducted in accordance with District school Board regulations.

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**Cross Reference:**

(cf 4350 Conducting Research Activities)

**Legal References:**

RCW 28A.230 Compulsory Coursework and Activities

WAC 180-52-020 Pupil tests and records--Tests--School district policy in writing

WAC 180-52-030 Pupil tests and records--Certain tests, questionnaires, etc.--Limitations

WAC 180-52-035 Pupil tests and records--Diagnostic personality tests--Parental permission required

WAC 180-53 Educational quality -- Self-study by school districts

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