

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 9 - SCHOOLS AND SCHOOL SYSTEM ASSESSMENT AND EVALUATION</p> <p>File: 9-1 Assessment of Student Growth and Progress</p>	<p>Last Reviewed: 6-28-10</p> <p>Next Review: 7-01-12</p>
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The Preston County Board of Education shares the concern of the West Virginia Board of Education for the quality of educational programs in the schools; therefore, it shall be the policy of this Board to comply with all State Department of Education regulations regarding the assessment of student growth and progress. All assessment data shall be used to improve the educational program for individual students, individual schools, specific programs of study, and the county education program as a whole.

The assessment program shall consist of both standardized and teacher constructed forms of assessment. All students in the school, including those with disabilities, must participate in the state assessment program as defined in *SBP 2340, West Virginia Measures of Academic Progress Program*. An Individualized Education Program (IEP) or a Section 504 Plan specifies how a student with disabilities will participate in the statewide assessment program. Assessments given in grades K-2 will not be used as a basis for accreditation or other high stakes purposes. Selected schools will participate in the National Assessment of Education Progress (NAEP) testing program. The school assessment program includes non-standard assessment processes and procedures such as portfolios, observation data, performance and achievement checklists, teacher-made tests, and other assessments that are at the direction of and for use by the classroom teacher.

Each county, school, and teacher must have a system for analyzing, interpreting, and using student performance data prior to the beginning of the school year. The data are to be used to identify and assist students who are not at mastery level in their achievement of state and county board approved content standards and objectives.
(WVC §18-2-5, §18-2E-1, §18-2E-1a, §18-2E-2, §18A-3-6; SBP 2320, 2340 and 2510)

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R 9-1-1 Student Assessment Regulations

- ❖ All public school students enrolled in grades 3-11 shall be assessed at the grade level in which they are enrolled by the WESTEST 2 or the West Virginia Alternate Performance Task Assessment (hereinafter APTA) (grades 3-8 and 11) in the spring of each year.
- ❖ All LEP public school students shall participate in the WESTEST 2 or APTA in the grade level in which they are enrolled. The LEP Committee will determine the appropriate accommodations if any (*SBP 2417, Programs of Study for Limited English Proficiency Students*) using the LEP Assessment Participation Document.
 - When the limited English proficient student is identified as a student with a disability under *SBP 2419, Education of Exceptional Students* the IEP Team will determine the appropriate assessment and accommodations to be implemented in addition to the accommodations required by the LEP Assessment Participation Document.
 - When the limited English proficient student is identified as a student with a disability under Section 504, the Section 504 Committee will determine the student's appropriate accommodations.

- ❖ All public school students with disabilities who are eligible for services as defined in SBP 2419 shall participate in the WESTEST 2 or APTA in the grade level at which they are enrolled with appropriate accommodations, if any, as determined by their IEP Team.
 - All public school students with significant cognitive disabilities who are unable to take the WESTEST 2 and who meet the criteria for participation in the APTA as determined by their IEP Teams shall participate in the APTA.
 - The documentation procedure for ensuring IEP accommodations are provided on WESTEST 2 and APTA must be followed, as per WVS.326 outlined in the West Virginia Guidelines for Participation in State Assessments.
 - All public school students with disabilities as defined by Section 504, who do not have an IEP, shall participate in the WESTEST 2 in the grade level in which they are enrolled. Appropriate accommodations, if any, must be determined by the student's Section 504 Committee and documented in the student's Section 504 Plan.
 - All public school eligible students with disabilities under SBP 2419 whose IEP placement is Special Education: Out-of-School Environment, are to be assessed at the school in which the student is enrolled or an alternate testing site approved by the County Test Coordinator. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy.
- ❖ All public school students enrolled in 3-11 grades, except those participating in the APTA shall participate in the WESTEST 2 Online Writing.
 - Students with disabilities, except those participating in APTA, participate in the WESTEST 2 Online Writing with appropriate accommodations, if any, as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees.
 - Limited English proficient students except those participating in APTA, participate in the WESTEST 2 Online Writing with appropriate accommodations, if any, as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees.
- ❖ All public school students enrolled in the 8th grade, except those participating in APTA shall participate in the ACT EXPLORE assessment with accommodations as determined by their respective IEP Teams, Section 504 Committees or LEP Committees in the fall of each year.
- ❖ All public school students enrolled in 10th grade, except those participating in the APTA shall participate in the ACT PLAN assessment with accommodations as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees in the fall of each year.
- ❖ All public school students enrolled at grades 4, 8 and 12 who are part of the NAEP state sample shall participate in the NAEP, a component of the WV-MAP. The participant(s) of this test will be determined by a random sample at the national level. All students on the school roster shall be given the opportunity for selection. Students participating in APTA and students with IEPs, 504 Plans, or LEP Assessment Participation Forms who cannot be accommodated by NAEP may be excluded from participation or assessed and not scored after having been randomly selected.

- ❖ All homebound public school students are to be assessed at the schools in which the students are enrolled or at alternate testing sites approved by the County Test Coordinators. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy. Appeals are available for those students who are too medically fragile to be assessed or who have other medical emergencies as documented by a physician. The appeals form is located at <http://oepa.state.wv.us>.
- ❖ All public students enrolled in alternative education programs shall participate in the WV-MAP. The test scores for students in alternative programs shall be aggregated in the results of the home county/school of referral as defined by *SBP 2418, Alternative Education Programs for Disruptive Students*.
- ❖ Home instructed (home schooled) students may participate in the WV-MAP under standard conditions administered in the public schools of the county in which they reside. Students may participate provided that the home instructor notifies the County Test Coordinator of the intention to participate at least two months prior to the testing window. Home instructed students will be assigned: 1) a location for testing with an approved educator who has completed the required training as an Examiner/Proctor/Scribe and signed the WVBE Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement, and 2) a test date by the County Test Coordinator during the testing window. All educators and non-public school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in this policy. Violations of this policy shall result in the loss of testing privileges.
- ❖ All private and parochial school students may participate in WV-MAP. Annually, the private and parochial school administrator(s) must notify the County Test Coordinator of the school's intent to participate at least two months prior to the testing window or by a date determined by the County Test Coordinator. The County Test Coordinator, not the private or parochial school, will receive all testing material and release the testing materials to the school official after that official and/or the Principal has completed the required training and signed the WVBE Principal and/or Building Level Coordinator Secure Materials and Test Procedures Agreement (required annually). All educators and non-public school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in this policy. All educators who have access to secure test materials must be trained annually; the training dates will be determined by the Principal or Building Level Coordinator of the participating private/parochial school. Violations of this policy shall result in the loss of testing privileges.
- ❖ Each county board of education shall establish a local system to analyze the assessment results, evaluate pupil, school, and LEA performance related to test results, use the data to increase student learning and improve school achievement according to *SBP 2320, A Process for Improving Education Performance Based Accreditation System* (hereinafter SBP 2320).
- ❖ The WVBE shall provide an appeal process for LEAs that believe there are statistical errors in the assessment data. This appeal process shall be available to the County Superintendent as per *SBP 2320*.

R 9-1-2 Administration Regulations

- ❖ The WV-MAP assessment shall be administered according to the schedule published by the WVDE, Office of Student Assessment Services. A reasonable effort shall be made to provide each student with a make-up test during the scheduled testing window.
 - The State mandated testing window must be followed by all school systems unless prior approval from the WVDE has been obtained through a written request to extend the window due to unforeseen barriers or hardships. At no time may the window be extended without said approval.
- ❖ The WV-MAP assessment program shall be managed by the County Test Coordinator who has completed training in administering the testing instruments used in this program. The County Test Coordinator shall be available either in person or by telephone during the testing windows for any questions/concerns.
 - Counties shall ensure that all appropriate central office staff are trained on security and school personnel are adequately trained in administration and security of WV-MAP assessments and the interpretation and use of test data.
 - Counties shall ensure that Principals and Building Level Coordinator(s), when designated by the Principal, will deliver adequate training and professional development to all educators who administer and/or proctor state assessments.
 - Each County Test Coordinator shall develop and implement procedures regarding the administration of the WV-MAP and shall collaborate with central office staff and school personnel to develop and implement procedures for the analysis, and application of test results.
- ❖ Public/private/parochial school teachers shall administer any portion of the WV-MAP for children as assigned by the Principal or Building Level Coordinator.
 - All requirements stipulated in the Appendices of the WVBE Policy 2340, WV-MAP will be adhered to in all test administration.
 - Any West Virginia public/private/parochial school employee involved in any phase of the testing program shall be trained in secure materials and/or assessment administration procedures as defined in policy.
 - Examiners shall be currently employed educators and/or approved employees of the state, county or Regional Education Service Agency (hereinafter RESA), or educators of a private or parochial school with a valid West Virginia teaching license who have been trained and signed a WVBE Examiner's /Proctor's /Scribe's *Secure Materials and Test Procedures Agreement*.
 - Counties shall ensure that all Principals and Building Level Coordinators, as well as all other appropriate central office and school building level professional staff and personnel are, as appropriate, adequately trained in test administration, interpretation and use of test data. All irregularities that represent cheating, security breaches, testing administration breaches or copyright infringements shall be reported according to guidelines outlined in the applicable *Secure Materials and Test Procedures Agreement*.

- Principals/Building Level Coordinators at private and parochial schools that administer any portion of the WV-MAP are required to have a valid West Virginia teaching license as do public school Principals and Building Level Coordinators.
- ❖ All irregularities of student misconduct that represent student cheating, security breaches, testing administration breaches or copyright infringements shall be reported according to guidelines outlined in the applicable *Secure Materials and Test Procedures Agreement*.
- Any alleged cheating, security breach, testing administration breach or copyright infringement shall be reported according to the following protocol:
 - Any alleged breach that occurs in the school shall be reported to the school Principal.
 - Principals shall report alleged breaches to the County Test Coordinator.
 - County Test Coordinators shall report alleged breaches to the County Superintendents and to the Office of Student Assessment Services, WVDE.
 - The Office of Student Assessment Services, WVDE shall report alleged breaches to the Office of the State Superintendent of Schools, WVDE.
 - The Office of Student Assessment Services, WVDE and the WVDE hold the authority to determine whether or not a breach form of the test will be administered.
 - When the circumstances of reporting an alleged breach directly to an administrator may place an informant in jeopardy, the alleged breach shall be reported directly to the Office of Student Assessment Services, WVDE which represents the State Superintendent of Schools.
- ❖ Any West Virginia private/parochial school employee involved in any component of the testing program shall be trained in appropriate assessment administration and test security procedures. Test administrators shall hold a valid West Virginia teaching license.
- ❖ All allowable testing accommodations identified on the student's IEP, Section 504 Plan, or LEP Assessment Participation Form must be provided during the test administration, as established in his/her plan. Students needing accommodations will be identified by the Principal or Building Level Coordinator and the designated accommodations shall be implemented by the examiner.
- ❖ Any person who transcribes must: (1) be a trained examiner as defined by Policy 2340; (2) sign the *Scribe Verification Form* at the conclusion of the transcription; and (3) list the names of the students whose work was transcribed, students' enrollment grade and the parts of the test that were transcribed. The form is to be sent to the Principal or Building Level Coordinator upon completion.

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R 9-1-3 Reporting to Parents and Students Regulations

All students who participate in the WV-MAP and their parents/guardians shall be provided the individual student assessment results, with the exception of NAEP. The availability for explanation and interpretation of those results will be provided by professional staff at each school under the direction of the Principal or Building Level Coordinator.

- ❖ The WVDE is required to publicly report scores for WESTEST and APTA only, as per NCLB. Performance data on individual students, schools, and counties are made available for ACT EXPLORE, ACT PLAN, and Writing Assessment through reports provided by the WVDE.
- ❖ West Virginia NAEP assessment results for grades 4 and 8 are aggregated by state and are not currently available for individual students, schools, or counties. The release of NAEP results is determined by NAGB and announced by the State Superintendent of Schools or designee. Explanation and interpretation of NAEP results in the context of state, regional, and national results are available at the NCES web site.

The WVDE shall release student, school, LEA, and statewide assessment results, as per the state and federal requirements.

- ❖ The WVDE shall release to the public only those results that do not identify a student or small group of students in accordance with FERPA. A federally approved “n” count shall be used to protect personally identifiable student data.
- ❖ Current secure test materials and test items will not be released.

In order to facilitate instruction and school improvement, the professional staff under the direction of the Principal shall be provided assessment data (except NAEP) by individual, grade level, and subgroup for the students in their schools and/or classrooms.

Individual student results will be released by the school to parents/guardians and to the teachers to whom the students are assigned. Performance shall be reported as novice, partial mastery, mastery, above mastery and distinguished based upon cut scores for each assessed content area. [Cut scores are established in the technical report for the appropriate assessment.]

State, county, and school WESTEST and APTA results shall be disaggregated and reported by the WVDE, as required by NCLB.

- ❖ Performance on the WESTEST and on the APTA shall be reported by state, county, and school in terms of the percentage of students who achieved at each performance level in each grade by subgroup in all content areas.
- ❖ School performance on the WESTEST and APTA shall be reported in terms of the percentage of students who achieved a minimum level of mastery in order to meet adequate yearly progress (AYP) in each subgroup in the required content areas.

The WVDE reporting requirements may be met by any or all of the following: hardcopy, CD, DVD, Web-based, or other digital media.

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R 9-1-4 Security Regulations

Only secure test materials shall be used in conjunction with the WV-MAP. Apart from the scheduled test administration to students, the use of secure test materials (paper and electronic) to retain, reproduce, paraphrase, or discuss in any manner the booklets or excerpts from the booklets is unethical

and inappropriate. A County Test Coordinator, Principal, Building Level Coordinator, or County/School Personnel found to have inappropriately used test materials in this manner will be subject to penalties, including but not limited to, revocation of professional license, as set forth in §126-14-8 Investigation of Alleged Breach of Testing Security/Copyright Infringement.

Responsibilities of the Coordinator

The county test coordinator shall acknowledge that all test materials within the WV-MAP are secure by completing the required training for each assessment and by reviewing, signing and returning the *WVBE County Test Coordinator's Secure Materials and Test Procedures Agreement (Appendix B, SBP 2340)* to the West Virginia Department of Education prior to the 15th day of September each year

Apart from the scheduled test administration to students, secure test materials shall be stored in a locked and secured, central location by the county test coordinator consistent with test security procedures outlined in the *Testing Code of Ethics (Appendix A, SBP 2340)*.

Responsibilities of the Principal

The school principal shall acknowledge that all assessments within the West Virginia Measures of Academic Progress (WV-MAP) are secure tests by completing the required training for each assessment and by reviewing, signing and returning the *WVBE Principal's Secure Materials and Test Procedures Agreement (Appendix C, SBP 2340)* to the county test coordinator prior to the last day of September each year. This agreement must be on file with the county test coordinator before any test administration materials will be released to the principal.

- ❖ The Building Level Coordinator, if applicable, shall acknowledge that all assessments within the WV-MAP are secure tests by completing the required training for each assessment and by reviewing, signing and returning the *WVBE Building Level Coordinator's Secure Materials and Test Procedures Agreement (Appendix D)* to the County Test Coordinator prior to the last day of September each year. This agreement must be on file with the County Test Coordinator before any test administration materials will be released to the principal.
- ❖ Test materials must be stored in locked and secured central locations prior to and following each daily testing session. Test materials are to be stored in a school in accordance with the administration guidelines of each assessment. Access to secure test booklets and answer sheets by all persons other than the County Test Coordinator, Principal, and Building Level Coordinator shall be restricted to the scheduled dates of test administration as outlined in the *Testing Code of Ethics (Appendix A)*.
- ❖ Individual student test data will be stored in a locked and secured area. All personally identifiable student test data will be maintained under conditions consistent with the requirements of FERPA.

- ❖ The test administration area shall be maintained in a secure manner accessible only to those students to whom the assessment is being administered, the Examiners, the Principal and/or the Building Level Coordinator(s), and authorized County/School Personnel.

Responsibilities of the Examiner

The examiners shall acknowledge that all assessments within the WV-MAP are secure tests by completing the required training for each assessment and by reviewing, signing and returning the *WVBE Examiner's/Proctor's/Scribe's Secure Materials and Test Procedures Agreement (Appendix E)* to the appropriate test administrator five instructional days prior to the beginning of testing each year. This signed agreement must be on file with the Principal and verification of all trained personnel with signed security agreements for each assessment must be on file with the County Test Coordinator/Principal five instructional days prior to the beginning of testing each year.

The examiners shall not review any specific information from secure tests with students or use the information to create review worksheets or any other test item related aids that would improve students' test scores.

Reporting Violations of Security Regulations

The WVDE and OEPA will routinely review county, school and classroom test data reports to identify irregularities in testing security procedures, modifications of test answer sheets, or other alleged unethical practices. The repercussions for testing security violations and/or copyright infringements are outlined in §126-14-8 Investigation of Alleged Breach of Testing Security/Copyright Infringement and *SBP 2320*.

Any alleged cheating, security breach, testing administration breach or copyright infringement shall be reported according to the following protocol:

- ❖ Any alleged violation that occurs in the school shall be reported to the school principal.
- ❖ School principals shall report alleged violations to the county test coordinator.
- ❖ The county test coordinator shall report alleged violations to the Superintendent and to the Office of Student Assessment Services, WVDE.
- ❖ The Office of Student Assessment Services/Legal shall report alleged breaches to the Office of the State Superintendent of Schools, WVDE
- ❖ The Office of Student Assessment Services and the WVDE hold the authority to determine whether or not a breach form of the test will be administered.
- ❖ When the circumstances of reporting an alleged breach directly to an administrator may place an informant in jeopardy, said alleged breach may be reported directly to the Office of Student Assessment Services, WVDE which represents the State Superintendent of Schools.

Investigation of Security Violations

Any written complaint and/or oral report of alleged cheating, security breach, testing administration breach or copyright infringement shall be reported immediately, according to the protocol set forth in §126-14-7.7 of this policy, to the Principal or County Test Coordinator with a copy to the County Superintendent (or organization) in which the alleged breach(es) occurred.

The County Test Coordinator shall immediately contact the Office of Student Assessment Services, WVDE, which will advise the county about the procedures to follow regarding any investigation.

All complaints, whether reported by a named individual or anonymously, will be reviewed and a decision will be made as to whether an investigation will be conducted.

An investigation must occur in a timely and efficient manner and shall be jointly conducted by the designated staff of WVDE and the County Superintendent (or the designated staff) of the county in which the alleged breach occurred, or solely conducted by the staff of WVDE when requested by the County Superintendent.

The investigation must, at a minimum, consist of personal interviews with the reporter, if known; the individual(s) against whom the allegation(s) is/are filed; and any other individual who may have knowledge of the alleged incident.

- ❖ The investigative team must take immediate steps to protect the rights of the complainant, students, teachers, administrators, and other personnel including the individual(s) against whom the allegation(s) is/are made pending the completion of an investigation of cheating, a security breach, a testing administration breach or copyright infringement. Therefore, the local school district shall maintain confidentiality and shall not conduct investigations at the county level prior to notification to the West Virginia Department of Education.
- ❖ The investigation may also consist of any other methods and review of the circumstances deemed pertinent by the investigators within the bounds of the law.

Upon completion of the investigation, written findings and final recommendations based on all the facts and surrounding circumstances must be submitted within ten working days to the Office of the State Superintendent of Schools followed by a copy to the County Superintendent and shall include:

- ❖ A determination of whether a breach did or did not occur or whether a breach could not be determined; and
- ❖ If a violation has been determined, one or more of the following recommendations shall be made:
 - invalidating the test scores of students/classes/schools/county;
 - if the testing window has not closed, retesting of students with the equivalent form of the test will be considered with the county (or school if requested by county) assuming the cost of both purchasing and scoring of the equivalent form;
 - re-aggregating the test data for valid test results for students school/county/state; and
 - using the equivalent form in the next year's administration for the affected grades.

Upon receipt of the investigative team's findings the County Superintendent may request in writing any recorded conversations, written statements, and/or other documents or materials obtained during the investigation. The requested materials shall be mailed to the County Superintendent via certified mail with proof of receipt.

Within 60 days of receipt of the letter from the State Superintendent of Schools accepting the recommendations of the investigative team, the County Superintendent shall report in writing to the State Superintendent of Schools any action taken. This report shall include the following:

❖ Action taken by the County Superintendent:

- no action;
- written reprimand;
- improvement plan; or
- other.

❖ Action taken by the county board:

- no action;
- suspension;
- termination; or
- other.

Within 90 days of the receipt of the county's written report, the State Superintendent of Schools will review the action taken by the county to determine whether to close the case or to initiate licensure revocation. The County Superintendent and individual(s) against whom the complaint was filed will be notified of the decision within said timeframe.

The State Superintendent of Schools may revoke the teaching license of any person who commits acts of immorality or untruthfulness (WVC §18A-3-6) or decline to grant a license or a license renewal for not being of good moral character or mentally or emotionally qualified to perform the duties of a teacher (WVC §18A-3-2a) to any person who knowingly and willfully acted with the intent to compromise the integrity of assessments in the WV-MAP. Behavior giving rise to such action by the State Superintendent includes but is not limited to:

- ❖ giving unauthorized access to secure test questions and/or answer keys or infringement of copyrighted materials;
- ❖ retaining, reproducing, paraphrasing, or discussing all or any portion of a secure test;
- ❖ prompting or assisting examinees during testing or altering examinees' responses in any way;
- ❖ providing a false certification on any WVBE Secure Materials and Test Procedures Agreement or County/School Personnel Secure Materials Agreement;
- ❖ manipulating the test administration, demographic data, or the students' answers or data; or
- ❖ participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in SBP 2340, WV-MAP and WVC §18-2E-1a.

The WVBE in conjunction with the State Superintendent of Schools shall have the authority to enforce copyright laws to ensure the integrity of the assessments in the WV-MAP, WVC §18-2E-1a(4).

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Adopted: June 28, 2010
Amended/Revised: