

## INSTRUCTION

### Program Evaluation

#### Testing Program

A district assessment team, representative of the staff, will meet at least once per year to review the district assessment program. The team shall submit its recommendation to the superintendent for the following year's assessment program by May 15. The recommendation shall include a schedule for all assessment activities to be conducted during the year. In its review, the team shall consider such factors as:

- A. Validity. Will the proposed assessment methods and tools measure the district's objectives? Are the assessment methods consistent with essential students learnings?
- B. Administration. Are directions clear for the teacher? For the student? Is the format attractive?
- C. Interpretation of Results.
  1. Is there a clear understanding of how the assessment results will be used?
  2. Are results reported in a form that is meaningful to the teacher, the student, the district, the parent?

The proposed schedule shall be approved by the superintendent and principals. The schedule shall be distributed to individual schools by September 1:

- A. Standardized Tests. The district office shall be responsible for ordering tests, distributing materials and scoring sheets, and distributing administration instructions.
- B. Performance Assessments. Performance assessment is an ongoing and integral part of the instructional process. The principal is responsible for implementing the approved performance assessment processes at the school and preparing an annual report on student performance. The report will include summary observations and recommendations for improving learning and instructional practices.

After standardized tests have been scored, the district office shall be responsible for:

- A. Preparing reports on test results for board, instructional staff, parents/guardians and the general public.
- B. Interpreting scores for staff and interested persons.
- C. Disseminating individual scores to staff responsible for counseling, screening and special placement of individuals.
- D. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

**Date: 3/24/97; 11/22/04.**