



6301.1: ASSESSED CURRICULUM - ACCOUNTABILITY FOR ASSESSMENTS

Accountability for District assessments is the shared responsibility of District and building personnel.

Department of Data, Assessment, Research, and Evaluation shall be accountable to:

- I. develop the District assessments of student performance in consultation with Educational Services;**
- II. develop guidelines for the administration of criterion-referenced assessments;**
- III. distribute and collect assessment materials;**
- IV. provide professional learning related to assessment administration;**
- V. develop guidelines for and monitor the use of accommodations, alternative assessments, and lowered cutscores in coordination with the Special Education Department;**
- VI. analyze data for program-level improvements, modifications, or elimination;**
- VII. develop, distribute, and revise the District Assessment Procedures, as needed;**
- VIII. develop a District Assessment Brochure;**
- IX. chair the Assessment Committees;**
- X. develop a District assessment calendar;**
- XI. ensure that all assessments are reliable, valid, and fair;**
- XII. provide trustworthy and dependable results;**
- XIII. facilitate the methodologies used to set the cutscores,**
- XIV. provide the cutscores to the Board of Education for final approval;**

- XV. ensure test security;**
- XVI. develop, distribute manage, and revise the District Assessment procedures and testing protocols, as needed;**
- XVII. develop guidelines for the administration of norm-referenced assessments;**
- XVIII. generate all staff and student accounts, student answer sheets, and test materials;**
- XIX. compile all test scores;**
- XX. provide building and District reports;**
- XXI. provide building and District statistical reports;**
- XXII. disaggregate the data by various student groups (race, gender, socio-economic level, EL status, disability, etc);**
- XXIII. report student performance data in accordance with federal, state, and District guidelines;**

Building administration and staff shall be accountable to:

- I. administer the District assessments according to security protocol, including the following responsibilities:**
 - A. Ensure that no copies of secure materials are in a school, other than for the time required for administering to students.**
 - B. Ensure that assessment materials are secure while they are in the building.**
 - C. Oversee the testing process and ensure that proper protocol is followed.**
 - D. Ensure that retesting of students follows the same procedures as the main, first-time testing, including same security, same administration protocol, and same procedures.**
 - E. Hold at least one discussion session per year with staff about test security.**
- II. identify and implement accommodations, alternate assessments, and lowered cutscores according to District assessment procedures;**
- III. administer the District assessments according to prescribed assessment procedures;**
- IV. administer the District assessments based on the District calendar;**
- V. share the District Assessment Brochure with families;**

VI. use the derived data to make instructional improvements;

VII. provide reteaching opportunities in response to student learning information.

Date of Adoption

July 12, 1999

Date of Revision

May 20, 2002

July 21, 2003

December 4, 2006

June 4, 2007

August 2, 2010

September 6, 2016

July, 8, 2024

Reaffirmed

March 6, 2017

Related Policies and Rules

[6301: Assessed Curriculum - Accountability for Assessments](#)