

REVISED POLICY - VOL. 9, NO. 1

STUDENT ASSESSMENT

The Board of Education shall assess student achievement and needs in all program areas in compliance with the law and rules of the West Virginia State Board of Education. The purpose will be to determine the progress of students and to assist them in attaining the content standards and objectives and the educational goals of this ~~County~~**District**.

At least annually, staff members will assess the proficiencies and needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The ~~State-wide Assessment Program~~, West Virginia Measures of Academic Progress (WV-MAP), is a comprehensive assessment system that measures student performance ~~in West Virginia~~. These measures include the West Virginia ~~State-wide~~ general summative assessment, the West Virginia ~~State-wide~~ alternate summative assessment, ~~ACT COMPASS, ACT EXPLORE, ACT PLAN~~, **a mutually agreed upon grade 12 college readiness assessment**, NAEP, and pilot tests and field tests sanctioned by West Virginia Department of Education.

The District shall analyze the assessment results, evaluate student, school, and District performance related to test results, use the data to increase student learning and improve school achievement according to West Virginia State Board of Education policy 2320, A Process for Improving Education: Performance Based Accreditation System.

Program Regulations

- A. WEST VIRGINIA STATE-WIDE GENERAL SUMMATIVE ASSESSMENT OR THE WEST VIRGINIA STATE-WIDE ALTERNATIVE SUMMATIVE ASSESSMENT.
1. All public school students enrolled in grades 3-11 shall be assessed using the West Virginia ~~Department of Education State-wide~~ general summative assessment or the West Virginia ~~State-wide~~ alternate summative assessment at the grade level in which they are enrolled in the spring of each year.

- a. The West Virginia ~~State-wide~~ general summative assessment assesses the content areas of ELA (“English, Language Arts”); **and** mathematics, ~~science and social studies~~ for grades 3-11, **and science in grades 4, 6, and 10.**
- ~~1) Students in grade 11 enrolled in chemistry or conceptual chemistry during the current academic school year will be assessed by the West Virginia State-wide general summative assessment for grade 11 science.~~
 - ~~2) Students in grade 11 enrolled in a science course other than chemistry or conceptual chemistry during the current academic school year will not be assessed by the West Virginia State-wide general summative assessment grade 11 science.~~
- b. The West Virginia ~~State-wide~~ alternate summative assessment assesses the content area of ELA and mathematics in grades 3-~~8 and 11~~ **and science in grades 4, 6, and 10.**
- ~~1) Science is assessed in grades 4, 6, and 10.~~
 - ~~2) ESEA established a one percent (1%) cap on the number of proficient West Virginia State-wide alternate summative assessment scores that may be included in accountability measures at the school and County. West Virginia Department of Education will randomly select scores to count as proficient in calculations for any school or county whose number of students participating in the West Virginia State-wide alternate summative assessment exceeds the one percent cap.~~

ESEA established a one percent (1%) cap on the number of proficient West Virginia alternate summative assessment scores that may be included in accountability measures at the school and District. West Virginia Department of Education will randomly select scores to count as proficient in calculations for any school or district whose number of students participating in the West Virginia alternate summative assessment exceeds the one percent (1%) cap.

2. All English Language Learner (“ELL”) public school students shall participate in the West Virginia ~~State-wide~~ general summative assessment or the West Virginia ~~State-wide~~ alternate summative assessment in the grade level in which they are enrolled. The ELL Committee will determine the appropriate accommodations, if any West Virginia Board of Education policy 2417), using the ELL Assessment Participation Form.

- a. **All public school ELL students eligible to participate in the State’s English language proficiency assessment shall do so with accommodations as determined by their respective ELL Committees, IEP Teams, SAT Teams, or Section 504 Committees. The documentation procedure for ensuring accommodations are provided on the State’s language proficiency assessment is outlined in the *West Virginia Guidelines for Participation in Statewide Assessments*.**

- a.b.** When an ELL student is also identified as a student with a disability under West Virginia Board of Education policy 2419, the IEP Team will determine the appropriate assessment and accommodations. The team membership should include an English language specialist. ~~The IEP will replace the ELL Assessment Participation Form.~~ **The IEP will address specific accommodations relevant to the identified disabilities in the IEP. The ELL Assessment Participation Form will address designated supports relevant to the ELL status of a student.**
- b.c.** When an ELL student is also identified as a student with a disability under Section 504, the Section 504 Committee will determine the student's appropriate accommodations. The team membership should include an English language specialist. ~~The 504 plan will replace the ELL Assessment Participation Form.~~ **The 504 plan will address the specific accommodations relevant to the identified disabilities in the 504 Plan. The ELL Assessment participation Form will address designated supports relevant to the ELL status of a student.**
- e.d.** Former ELL ~~students~~ ~~West Virginia State-wide students'~~ **West Virginia** general summative assessment or the West Virginia ~~State-wide~~ alternate summative assessment scores will be included in the ELL subgroup for two (2) years after they have attained English proficiency.

3. All public school students with disabilities who are eligible for services as defined in West Virginia Board of Education policy 2419 shall participate in the West Virginia ~~State-wide~~ general summative assessment or the West Virginia ~~State-wide~~ alternate summative assessment at the grade level in which they are enrolled with appropriate designated supports and accommodations, if any, as determined by their IEP Team.

a. All public school students with significant cognitive disabilities and whom meet the criteria for participation in the West Virginia ~~State-wide~~ alternate summative assessment as determined by their IEP Teams shall participate in the West Virginia ~~State-wide~~ alternate summative assessment.

The process for ensuring IEP accommodations is provided in the Participation Guidelines.

b. All public school students with disabilities as defined by Section 504 shall participate in the West Virginia ~~State-wide~~ general summative assessment in the grade level in which they are enrolled. Appropriate designated supports and accommodations, if any, must be determined by the student's Section 504 Committee and documented in the student's Section 504 Plan and incorporated into the West Virginia Education Information System (WVEIS).

c. All public school eligible students with disabilities under West Virginia Board of Education policy 2419 whose IEP placement is Special Education: ~~Out-of-School~~ **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~~ **District** Test Coordinator. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy and in West Virginia Board of Education policy 2340.

4. All public school students with a SAT Plan shall participate in the West Virginia ~~State-wide~~ general summative assessment at the grade level in which they are enrolled with appropriate designated supports and accommodations, if any, as determined by their SAT Team.

~~B. ACT EXPLORE~~

~~All public school students enrolled in the 8th grade, except those participating in the West Virginia State-wide alternate summative assessment shall participate in the ACT EXPLORE assessment with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees, or ELL Committees in the fall of each year.~~

~~The documentation procedure for ensuring accommodations are provided on ACT EXPLORE is outlined in the Participation Guidelines.~~

- ~~C.~~** ~~All public school students enrolled in 10th grade with the exception of students who meet the criteria to participate in the West Virginia State-wide alternate summative assessment shall participate in the ACT PLAN assessment with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees, or ELL Committees in the fall of each year.~~

~~The documentation procedure for ensuring accommodations are provided on ACT PLAN is outlined in the Participation Guidelines.~~

~~D. ACT COMPASS~~

- ~~1. All public school students enrolled in 11th grade with the exception of those students participating in the West Virginia State-wide alternate summative assessment shall participate in the ACT COMPASS mathematics and in the ACT COMPASS writing skills test with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees, or ELL Committees in the fall of each year.~~

~~The documentation procedure for ensuring accommodations are provided on ACT COMPASS is outlined in the Participation Guidelines.~~

B. TRANSITION MATHEMATICS AND ENGLISH LANGUAGE ARTS ASSESSMENT FOR SENIORS

- ~~2.~~ All public school students enrolled in Transition Mathematics for Seniors and/or Transition English Language Arts for Seniors courses, with the exception of those who meet the criteria to take the West Virginia ~~State-wide~~ alternate summative assessment, will take ~~ACT COMPASS mathematics and/or ACT COMPASS writing skills test with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees or ELL Committees at the end of the course(s).~~ **mutually agreed-upon assessment to determine whether a student has met the college and career-readiness standards prior to graduation from high school. Students will take this assessment with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees or ELL Committees in a specified testing window during their senior year.**

~~Effective for the senior class of 2015-2016 and beyond, all public school students enrolled in grade 12 who did not meet the minimum scores(s) on COMPASS for mathematics and writing skills English as established by the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technology College Education will retake COMPASS mathematics and/or ACT COMPASS writing skills test(s) at the end of the Transition course(s) or the approved alternate/higher level course. Students who took COMPASS for mathematics and writing skills English with accommodations as determined by their respective IEP Teams, SAT Teams, Section 504 Committees or ELL Committees, and who did not meet the minimum score(s) will also retake the test(s) at the end of the course(s).~~

~~Effective for the senior class of 2015-2016, students in grade 12 who do not meet the placement standards for COMPASS mathematics or writing skills will be excused from retaking COMPASS upon provision of appropriate documentation of ACT or SAT scores that meet the placement standard(s) prior to the beginning of the COMPASS testing window.~~ **Mathematics for Seniors and/or Transition English Language Arts for Seniors courses will be excused from taking the mutually agreed-upon assessment upon provision of appropriate documentation of the West Virginia general summative assessment, ACT or SAT scores that meet the placement standard(s) prior to the beginning of the testing window for the mutually agreed-upon assessment.**

~~E.C.~~ NAEP

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. Principals or their designee shall complete the required school questionnaires. Teachers of the sampled students shall complete the teacher questionnaire for the assessed target. 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 the West Virginia ~~State-wide~~ alternate summative assessment and students with IEPs, SAT Plans, Section 504 Plans, or ELL Assessment Participation Forms who cannot be accommodated by NAEP may be excluded from participation or assessed and not scored after having been randomly selected. Any student being considered for exclusion should be reported to the NAEP State Coordinator.

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~~ **District** Test Coordinators. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy and West Virginia Board of Education policy 2340.

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~~ **district**/school of referral as defined by West Virginia Board of Education policy 4373.

Home-instructed (home-schooled) students may participate in the WV-MAP under standard conditions administered in the public schools of the ~~County~~ **District** in which they reside. Each academic year, the home instructor must notify the ~~County~~ **District** Test Coordinator of the intent to participate in the WV-MAP. ~~Students may participate in ACT EXPLORE, ACT PLAN, and ACT COMPASS for 11th graders provided the home instructor notifies the County Test Coordinator of the intention to participate at least two (2) months prior to the scheduled testing window.~~ Students may participate in the West Virginia ~~State-wide~~ general summative assessment provided that the home instructor notifies the ~~County~~ **District** Test Coordinator of the intention to participate at least two (2) 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/scribe and signed the *West Virginia Board of Education Examiner's/Scribe's Secure Materials and Test Procedures Agreement*, and 2) test dates by the ~~County~~ **District** Test Coordinator during the testing window. All educators and ~~nonpublic-school~~ **home-instructed** students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in this policy and West Virginia Board of Education policy 2340. Violations of these policies shall result in the loss of testing privileges.

- A. ~~Home-instructed students enrolled in 11th grade may participate in the ACT COMPASS mathematics and in the ACT COMPASS writing skills test.~~
- B. ~~Home-instructed students enrolled in 12th grade may not participate in either the ACT COMPASS mathematics test or ACT COMPASS writing skills test.~~

All nonpublic school students may participate in WV-MAP. Each academic year, the nonpublic school administrator must submit a Participation Form and a Verification of Certification Form to the Office of Assessment ~~and Research~~ and to the ~~County Test Coordinator~~ **District Test Coordinator** in the ~~county~~ **District** where the nonpublic school is located by ~~August 31~~ **a date to be determined by the Office of Assessment**. The ~~County~~ **District** Test Coordinator, not the nonpublic school, will receive all testing material and release the testing materials to the nonpublic principal/assigned building level coordinator upon completion of the required training and receipt of signed *West Virginia Board of Education Principal and/or Building Level Coordinator Secure Materials and Test Procedures Agreement* (required annually). All educators and nonpublic 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 ~~County~~ **District** Test Coordinator, in conjunction with the Principal/Building Level Coordinator at the participating nonpublic school, will determine training dates. Violations of this policy and West Virginia Board of Education policy 2340 shall result in the loss of testing privileges.

- A. ~~Nonpublic students enrolled in 11th grade may participate in the ACT COMPASS mathematics and in the ACT COMPASS writing skills test.~~
- B. ~~Nonpublic students enrolled in 12th grade may not participate in either ACT COMPASS mathematics test or ACT COMPASS writing skills test.~~

The West Virginia Board of Education shall provide an appeal process for the ~~County~~ **District** when it is believed there are statistical errors in the assessment data. This appeal process shall be available to the ~~county superintendent~~ **District Superintendent** as per West Virginia Board of Education policy 2320.

Administration Regulations

The WV-MAP assessment shall be administered according to the schedule published by the West Virginia Department of Education Office of Assessment ~~and Research~~. A reasonable effort shall be made to provide each student with a make-up test during the scheduled testing window. The Superintendent shall establish a ~~county-testing~~ **District-testing** window, which falls within the West Virginia Department of Education mandated testing window. Once established, no ~~County's~~ **District's** window may be changed without West Virginia Department of Education approval.

A ~~County~~ **District** Test Coordinator who has completed training in administering the testing instruments used in this program shall manage the WV-MAP assessment program. The ~~County~~ **District** Test Coordinator/Alternate ~~County~~ **District** Test Coordinator or a West Virginia Department of Education-trained designee shall be available either in person or by telephone during the testing windows to address any questions/concerns.

~~Countys~~ **The District** shall ensure that all appropriate ~~County~~ **District** 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. ~~Countys~~ **The District** shall ensure that Principals and Building Level Coordinators, when designated by the Principal, must deliver adequate training and professional development to all educators who administer WV-MAP assessments. Each ~~County~~ **District** Test Coordinator shall develop and implement procedures regarding the administration of the WV-MAP and shall collaborate with ~~County~~ **District** office staff and school personnel to develop and implement procedures for the analysis and application of test results.

Public/nonpublic school educators who meet the definition of examiner 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 West Virginia Board of Education policy 2340, must be adhered to in all test administration, including pilot tests and field tests sanctioned by the West Virginia Department of Education. Any West Virginia public/nonpublic 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.

An examiner:

- A. must be a currently employed educator and/or an approved employee of the State, ~~County~~ **District** or RESA, or a currently employed educator of a nonpublic school;

All nonpublic school educators must be approved by the West Virginia Department of Education.

- B. must hold a valid West Virginia teaching license or certification granted by the Office of Professional Preparation;
- C. must have been trained and must have on file a signed *Examiner's/Scribe's Secure Materials and Test Procedures Agreement* for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP, including pilot tests and field tests sanctioned by the West Virginia Department of Education;
- D. may be a substitute teacher or an aide serving as an examiner for special needs students when instructionally assigned;

All aides must be providing services to the student during instruction and be approved by the West Virginia Department of Education.

- E. may not be a student teacher; unless s/he is a teacher in residence; and

“Teacher in Residence” is an intensively supervised and mentored residency program for prospective teachers during their senior year that refines professional practice skills and helps them gain the teaching experience needed to demonstrate competence as a prerequisite to certification to teach in West Virginia Public Schools. (WV Code 18A-3-1).

- F. may not administer WV-MAP assessments to family members. ~~Decisions regarding other potential conflicts of interests involving test administration will be the responsibility of the County Coordinator. Decisions regarding other~~ **Decisions regarding** potential conflicts of interests involving test administration will be the responsibility of the ~~County~~ **District** Coordinator.

~~Countys~~ **The District** shall ensure that all Principals and Building Level Coordinators, as well as all other appropriate ~~County~~ **District** 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 West Virginia Board of Education policy 2340.

Principals/Building Level Coordinators at nonpublic schools that administer any portion of the WV-MAP are required to have a valid West Virginia teaching license/certification, as do public school Principals and building level coordinators.

Any West Virginia nonpublic 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/certification and must be approved by the West Virginia Department of Education.

Any person who transcribes must: (1) be a trained examiner as defined by this policy, (2) sign the *Scribe Verification Form* at the conclusion of the transcription; and (3) list the name of each student whose work was transcribed, each student's enrollment grade and the parts of the test that were transcribed on the *WVBE Scribe Verification Form*. The form is to be sent to the Principal or Building Level Coordinator upon completion.

All allowable designated supports and testing accommodations identified on the student's current school year, finalized, on-line IEP, Section 504 Plan, SAT Plan or ELL Assessment Participation Form must be provided during the test administration, as established in his/her plan. The Principal or Building Level Coordinator will identify students needing accommodations and the designated accommodations shall be implemented by the examiner or through technology. Schools and ~~Counties~~ **the District** are to monitor and report the implementation of accommodations as defined in the Participation Guidelines.

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 this policy.

School, ~~County~~ District or RESA Assessment

- A. ~~The school, County~~**District**, or RESA may develop assessments aligned with the content standards and objectives to drive instructional improvement for all students.
1. ~~Assessment may include standard, non standard:~~
 - ~~(+) performance assessments or portfolios;~~
 - ~~(+) observation performance data;~~
 - ~~(+) achievement checklists;~~
 - ~~(+) aptitude tests;~~
 - ~~(+) vocational inventories;~~
 - ~~(+) tests of mental ability;~~
 - ~~(+) demonstrations of student capability in non school settings;~~
 - ~~(+)~~ ~~Teacher~~**teacher**-made tests and other assessments that are at the direction of and use by the classroom teacher.
 2. ~~A formative assessment process and reporting system shall be used in grades Pre K 3 to provide educators with information to inform instruction, personalize planning, and share individual students' progress with families in meaningful ways.~~
 3. ~~All public school students may be assessed with the appropriate end of course (EOC) tests at the grade level in which they are enrolled and taking the course. All public school eligible students with disabilities under West Virginia Board of Education policy 2419 or Section 504 will be assessed if necessary with the appropriate accommodations and/or with modifications as determined by their respective IEP Teams or Section 504 Committees or LEP Committees.~~

A.B. The Board shall also require that:

1. any student performing below mastery on classroom assessments in reading/language arts or mathematics, shall be provided intervention through extra help, multiple instructional strategies, and extra time in the classroom and in other school settings, as other settings are appropriate;

~~(X)~~ parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

(X) data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;

~~(X)~~ the results of each school-wide, program-wide, and ~~County-wide~~ **District-wide** test be made part of the public record.

The West Virginia Board of Education may provide through the ~~State-wide~~ assessment program other optional testing or assessment instruments applicable to grade levels kindergarten through grade twelve which may be used by each school to promote student achievement upon approval by the school curriculum team or the process for teacher collaboration to improve instruction and learning established by the faculty senate as provided in WV Code 18-5A-6. The West Virginia Board of Education shall annually publish and make available, electronically or otherwise, to school curriculum teams and teacher collaborative processes the optional testing and assessment instruments. The failure of a school to use any optional testing and assessment may not be cited as a deficiency in any accreditation review of the school; nor may the exercise of its discretion in using the assessments and implementing the instructional strategies and programs that it determines best to promote student achievement at the school be cited as a deficiency in any accreditation review of the school or in the personnel evaluation of the Principal.

West Virginia State Board of Education policy 2510
West Virginia State Board of Education policy 2320
West Virginia State Board of Education policy 2340
WV Code 18-2E-5 and 18-5A-6