

## **Policy**

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### Standardized Testing

#### State Testing

According to New Jersey's Administrative Code: 6A:8-4.1 all students in grades 3 and above will participate in the standardized tests sanctioned by the state. All teachers are required to administer the tests to students as part of their professional duties and local job description, if assigned as a test administrator by the test coordinator and/or principal.

Students will be administered state standardized tests according to the testing schedule published by the state. All students will be tested under appropriate conditions according to the state Department of Education, including acceptable accommodations and modifications in setting, scheduling, materials, and procedures, as provided by law.

Receipt and security of testing materials will be the responsibility of the district and school test coordinators as well as the building principals. Teachers acting as test administrators are responsible for the security of testing materials while materials are in their possession. Ethical guidelines will be reviewed with test administrators at an annual training to maintain the integrity of the test.

#### Local Testing

The Milltown Board of Education recognizes the need to assess student progress beyond state sanctioned tests. Local assessments may be administered to students in order to determine eligibility for basic skills services, enrichment, gifted and accelerated placements. Local assessments may include a wide range of assessments, including but not limited to nationally normed assessments and curriculum based district developed assessments.

#### Refusal to Test

The New Jersey Department of Education does not condone refusals to test and views assessment as a natural facilitation of the educational structure and format of instruction. District administration, test coordinators, and teacher test administrators shall make every effort to provide a positive and stress-free a testing environment as possible. The Milltown Board of Education maintains that school-age students must become accustomed to taking various assessments as part of the natural process of education.

New Jersey does not currently have an opt-out policy with respect to statewide assessment requirements. Therefore, the Milltown Board of Education maintains that students are expected to participate in the state's assessment programs according to requirements set forth at N.J.A.C. 6A:8-4.14, unless otherwise provided by law.

If a student is present during testing, the District shall make every effort to test the student.

If a student verbalizes refusal or presents a physical action demonstrating refusal to take the test, the test administrator shall alert the test coordinator. The test coordinator will assess the situation on an individual basis and act in accordance with protocol developed by the state in responding to irregularity during testing.

Adopted: April 29, 2014