

4.65 LOCAL ASSESSMENTS (Florida State Statutes, 1008.22, Subsection (6))

1. Measurement of student performance in all subjects and grade levels, except those subjects and grade levels measured under the statewide, standardized assessment program is the responsibility of the school district. (F.S. 1008.22 (6) (a))
2. The Clay Assessment Committee (CAS) will meet annually to identify all courses not assessed by a state assessment and select an assessment that measures student mastery of course content, at the necessary level or rigor for the course. As adopted pursuant to State Board of Education rule, course content is set forth in the state standards required by s.1003.41 and in the course description. Local Assessments may include; other standardized assessment, including nationally recognized standardized assessments, district-created or district-selected assessments, teacher-created or teacher-selected assessments.
3. Local assessments implemented may include a variety of assessment formats, including, but not limited to, project-based assessments, adjudicated performances, and practical application assignments. All local assessments including those for English Language Arts, mathematics, science and social studies courses offered in the district that are used to meet graduation requirements under s. 1002.310, s. 1003.4281, or s. 1003.4282 and that are not otherwise assessed by statewide, standardized assessments, shall be submitted to the school board for approval by September 30 of each year. The approved list of courses and their assigned assessment will be posted on the district's website.
4. The district shall establish schedules for the administration of any district-mandated assessment and approve the schedules as an agenda item at a district school board meeting. The school district shall publish the testing schedules on its website (<http://www.oneclay.net/assessment-calendar.html>), clearly specifying the district mandated assessments, and report the schedules to the Department of Education by October 1 of each year.
5. The district will work with the Clay County Education Association to identify curriculum specialists and teacher leaders for the purpose of developing local assessments when a national assessment is not available or does not best serve as a measure of student progress.
6. All national standardized assessments used will be administered annually as set forth by the national testing agency and in accordance with its policies. Policies for test security will be set forth in a district Local Assessment Test Security Agreement (appendix D) to be signed annually by all employees administering these assessments.
7. All district created assessments will be administered by the classroom teacher. Each teacher will receive an administration guide complete with script and scoring information as well as all student copies of the assessment.

8. All national assessments administered will be scored by the national testing agency. The PERT is scored by the McCann Corporations and scores are reported through the McCann website and can be accessed by those school and district with proper login credentials. The national testing agency will return the assessment results to the district in accordance with the timelines set forth by the agency. When the results are received, they will be entered into Focus by district personnel.
9. Teachers will be provided the necessary information for the scoring of all local assessments. Some assessments will require the teacher to enter the student responses in Performance Matters to be scored by the online system. Other assessments such as the Kindergarten Foundational Skills Assessment and Reading Comprehension Assessment will be scored by the teacher using the scoring key provided.
10. The national testing agency will return the assessment results to the district in accordance with the timelines set forth by the agency. When the results are received, they will be entered into Focus by district personnel.
11. Scores entered into Performance Matters will be available in the Classroom Summary Report or Scores by Test. Scores entered into Focus will be available through an Advanced Report created by the individual teacher. Scores entered into Performance Matters are also loaded into Focus by district personnel to be accessible to teachers and parents via the “Test History” tab.

APPENDIX “D”

Local Assessment Security Agreement

This agreement is to make all employees aware of district expectations for local assessment security. Because of the various forms of local assessments, all of the rules delineated below may not be applicable. However, the intent of test security, as specified below, shall be maintained.

Florida Test Security Statute 1008.24 states:

1. It is unlawful for anyone to knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education to students...or administered by school districts pursuant to s. 1008.22, or, with respect to any such tests, knowingly and willfully to:

- a) Give examinees access to test questions prior to testing;
- b) Copy, reproduce, or use any manner inconsistent with test security rules all or any portion of any secure test booklet;
- c) Coach examinees during testing or alter or interfere with examinees’ responses in any way;
- d) Make answer keys available to examinees;
- e) Fail to follow security rules for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;
- f) Fail to follow test administration directions specified in the test administration manuals**; or
- g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section

Local Assessment Security Agreement:

- 1. Local assessment administrators and/or those with site privileges will not share the assessment or assessment questions with students prior to the administration date.
- 2. For local Assessments, the school principal or designee will monitor the administration of all retakes. Retake security will be the same as indicated above.

I have read and agree to follow the above security items relative to local assessments for all applicable grades and content areas. I understand that failure to abide by any item states within this policy would be in violation of the State Code of Ethics and could result in disciplinary action up to and including termination.

Print Name

Date

Signature

School