

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 26, 2002
TO: BOARD OF EDUCATION
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: Research and Testing Rules Revision
ORIGINATOR: Christine Johns, Deputy Superintendent of Curriculum and Instruction

RESOURCE

PERSON(S): Donna Flynn, Executive Director of Assessment

INFORMATION

This rule was approved in 1968.

Recommended changes reflect the new organization and eliminate redundant language as well as outdated practices and procedures. **THE POLICY NUMBER HAS BEEN CHANGED TO 6500 FOR BOTH THE POLICY AND RULE TO REFLECT NEW INDEXING GUIDELINES.**

This revision is part of the initiative of the Division of Curriculum and Instruction to update the 6000 policy series.

Changes have been reviewed twice by the Board Policy Review Committee.

Originator: Donna Flynn

Attachment 1 – Revised Rule 6500

Deputy Superintendent's authorization to proceed ____ () **Date**

InstructionSTANDARDIZED [Research] Testing

One person shall be designated BY THE PRINCIPAL as test COORDINATOR [administrator] in each school. This person SHOULD BE AN ADMINISTRATOR WHO [, if not the principal, shall] COOPERATES [cooperate] with the principal in planning for the administration, interpretation, and use of tests at the appropriate times of the year, as THEY appear on the official test CALENDAR [schedule] published by the DEPARTMENT OF ASSESSMENT AND STUDENT DATA [testing office]. It is not necessary that this person actually administer the tests in the program. THE TEST COORDINATOR IS RESPONSIBLE FOR ATTENDING ALL TRAINING SESSIONS AND FOR ENSURING THAT ALL REQUIRED PROCEDURES ARE IMPLEMENTED DURING TEST ADMINISTRATION.

Testing Committee

A committee on testing, appointed by the EXECUTIVE DIRECTOR OF ASSESSMENT AND STUDENT DATA [Assistant Superintendent in Instruction], shall be charged with the responsibility of RECOMMENDING TO THE SUPERINTENDENT [determining] the tests to be used in the county's program, setting the times of the year at which these TESTS [test] shall be given, AND DEVELOPING GUIDELINES FOR REPORTING TEST RESULTS.

Proper Use of Test Materials

The tests which are part of the STANDARDIZED [regular] test program shall never be used as instructional MATERIALS [devices. in an ordinary classroom situation.]

At no time shall the STUDENT [child] handle OR [nor] see OR [nor] hear questions appearing on these standardized tests, except [during the period of the actual test administration] WHILE TAKING THE ACTUAL TEST.

SELECTION AND ADMINISTRATION OF STANDARDIZED TESTS TO ASSESS THE COGNITIVE, ACADEMIC, BEHAVIORAL, AND SOCIAL-EMOTIONAL FUNCTIONING OF INDIVIDUAL STUDENTS FOR DETERMINATION OF EDUCATIONAL DISABILITIES AND NEEDS SHALL BE THE RESPONSIBILITY OF THE SCHOOL PSYCHOLOGIST WHO WILL FOLLOW THE GUIDELINES IN THE NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS' PROFESSIONAL CONDUCT MANUAL.

ANY VIOLATION OF THE PROPER USE OF TEST MATERIALS MUST BE REPORTED BY THE SCHOOL TEST COORDINATOR TO BOTH THE PRINCIPAL

AND THE LOCAL ACCOUNTABILITY COORDINATOR. THE LOCAL ACCOUNTABILITY COORDINATOR WILL REPORT ALL SUSPECTED SECURITY VIOLATIONS WITHIN 24 HOURS OF LEARNING OF THEM. TO THE EXECUTIVE DIRECTOR OF ASSESSMENT WHO WILL INFORM THE DEPUTY SUPERINTENDENT OF PLANS FOR INVESTIGATION AND FINDINGS OF THE INVESTIGATION.

[6162.5 (b)] 6500

Instruction

STANDARDIZED[Research] Testing (continued)

[Approval of Tests by the Board of Education]

[Specific Board of Education approval shall be obtained before any administration of the following types of instruments:

1. All character and personality tests, inventories, or questionnaires
2. The Wechsler or Stanford-Binet Intelligence Scales.

Only the Office of Psychological Services may administer tests in the above categories.]

[Achievement Tests

Results shall be expressed in terms of ability to achieve in relation to actual achievement.]

Scoring of Tests

All tests administered to an entire grade throughout the county which CAN BE SCORED[are scorable] by machine shall be scored BY [in] the DEPARTMENT OF ASSESSMENT AND STUDENT DATA [Office of Testing] OR ITS DESIGNATED CONTRACTOR.

[All tests which are machine-scorable and are administered to an entire grade throughout the county, with the exception of the Kuder Preference Record in grade 11, shall be scored in the Office of Testing. Permission to score the Occupational Interest Inventory for grade 9 I the home school is granted to all schools desiring to do so.]

[All other tests shall be scored in the home school. These tests, whether scored by a clerk, a teacher or an administrator, shall always be checked by a second person.]

[All test booklets and answer sheets for elementary school students when being sent to the Office of Testing for scoring, shall be arranged in the same order as the students' names appear in the teacher's official roll book.]

[Secondary school shall submit answer sheets for scoring in the order in which they would like to have the scores returned.]

[6162.5 (c)] 6500

InstructionSTANDARDIZED[Research Testing] (continued)

[The Office of Testing]THE DEPARTMENT OF ASSESSMENT AND STUDENT DATA4 will endeavor to meet all requests from school personnel for scoring of machine-scorable tests other than those in the county-wide testing program [if this can be done with out detriment to the county-wide program] WITH THE UNDERSTANDING THAT PRIORITY MUST BE GIVEN TO SCORING COUNTYWIDE TESTS.

[Use of Baltimore County Percentiles

For all tests administered county-wide there shall be recorded, as early as conveniently possible, on each test or answer sheet, a percentile scores which is based on an entire grade in Baltimore County. Because published tests have not allowed space for recording this figure, it shall be customarily placed in the upper right corner and shall be written with red pencil.

The percentiles recorded on tests on intelligence of mental maturity shall be based on the mental age (or, which is the equivalent, on the test's raw score).]

[Completeness of] MAINTAINING the Test Record

[For every child above first grade level there shall be on his test record card at the end of the school year a report on one or more intelligence (or maturity, or school ability) tests.

For every child above second grade level there shall be on his test record card at the end of the school year a report on a battery of achievement tests.

Those children who enter school very late in the school year without an earlier test record are not included in this requirement.]

The results of STANDARDIZED TESTS [tests of the county-wide program] shall be recorded at the earliest possible date on the test record card IN EACH STUDENT'S CUMULATIVE FOLDER in accordance with the specific instructions provided by the DEPARTMENT OF ASSESSMENT AND STUDENT DATA [Office of Testing] at the time of the testing.

Rules

approved: 11/21/68

revised: 3/26/02

Superintendent of School