

Regulation ILBB

Las Cruces Public Schools

Related Entries: ILBB
Responsible Office: Associate Superintendent for Instruction

DISTRICT ASSESSMENT PROGRAM

I. PURPOSE

To set forth the procedures for implementing state program assessments.

II. DEFINITIONS

1. “*PED*” means New Mexico Public Education Department.

III. PROCESS

A. District Assessment Plan

The Associate Superintendent for Instruction shall publish annually a district assessment plan to address the following areas:

- Basic tenets guiding the use of assessments in the district;
- Assessment plan to be implemented by the district;
- Procedures for reporting assessment results;
- Required assessments by grade;
- Description of assessments contained in the assessment plan, including the subject matter assessed, the purpose for which the assessment is designed and used, the source of the requirement of the assessment, the amount of time students will spend taking the assessment and the calendar, and the time and format for disseminating results; and
- Procedures pertaining to a parent’s right to opt their child out of such assessments.

B. Testing Responsibilities and Administration

1. The school district shall follow the test administration regulations established by the New Mexico Public Education Department (NMAC 6.10.7).
2. In accordance with state law and regulation, the Department of Instruction and the District Testing Coordinator shall oversee the implementation of the state and district assessment program.
3. The Department of Instruction and the District Testing Coordinator shall be responsible for ensuring that standardized tests are handled, stored, prepared for and administered in accordance with all established testing protocols as established by the state and the publisher of the assessment.

4. The Superintendent shall designate one District Test Coordinator and shall identify one campus/Site Test Coordinator who shall be directly responsible for ensuring compliance with this regulation.
5. To produce valid results, standardized test materials must be stored, handled, disposed of and administered in a uniform manner. This requires the school District Test Coordinator to attend semiannual standardized test training workshops provided by PED in order to be trained and then shall provide training for all district personnel involved in test administration, preparation and security. It shall be the responsibility of the District Test Coordinator to follow the regulations outlined in NMAC 6.10.7.9 before, during, and after the administration of a standardized test.
6. The Site Test Coordinators shall be trained by the District Test Coordinator and then shall provide training for all school personnel involved in test administration, preparation, and security, unless the district coordinator provides such training. It shall be the responsibility of each school's test coordinator(s) to follow the regulations outlined in NMAC 6.10.7.10 before, during, and after the administration of a standardized test.
7. All school district staff, including administrators, teachers, volunteers and office personnel who come in contact with standardized tests, shall familiarize themselves with basic principles of standardized test security.

Any specific questions should be directed first to their Site Test Coordinator; the District Test Coordinator may then direct questions to the Assessment and Evaluation Unit of PED. It shall be the responsibility of the test examiner to follow the regulations outlined in NMAC 6.10.7.11 before, during and after the administration of a standardized test.

8. All training required in this section shall be administered prior to the fall and spring test administration windows.
9. The school district shall follow the New Mexico Statewide Assessment Program (NMSAP) test schedule established by the PED.
10. All test coordinators and test administrators shall adhere to all procedures specified in the applicable New Mexico Procedures Manual for a particular assessment.
11. Administrators and test coordinators shall insure that all students are included in state- and school district-mandated testing programs in accordance with state regulations and school district procedures.
12. The school district shall follow regulations outlined in Subsection E of 6.31.2.11 NMAC and procedures provided by PED, the Department of Instruction and the LCPS Special Education Department for testing

students with IEPs (Individual Education Program).

13. The school district shall follow regulations and procedures provided by PED, the Department of Instruction, and the LCPS Dual Language Enrichment and Migrant Education Department for testing students at schools where English Language Learner (ELL) students are enrolled.
14. School district personnel who administer or come into contact with standardized tests are required to sign a non-disclosure form agreeing not to disclose the contents of the test, either verbally or in writing, discuss items with colleagues/students, copy any items from the test, and refrain from quoting or paraphrasing test items. This form is kept on file by the District Test Coordinator as an assurance of the reviewer's agreement to non-disclosure for a period of five (5) years.
15. Any person given permission to view any standardized test that is part of the New Mexico Statewide Assessment Program (NMSAP) may only view the assessment during routine office hours under the supervision of a PED employee and on PED's premises, unless permission is given to review the assessment under the direction of an appointee of PED.

C. Test Security

To ensure the integrity of NMSAP, the principles of test security must be strictly followed. Accordingly, material violations of this regulation or breaches of test security shall constitute good and just cause to suspend or revoke a person's PED licensure. Additionally:

1. Assessment materials must be stored in a secure, central location when not in use. When assessments are delivered to a school, they shall be kept secure prior to and immediately following assessment administration.
2. Only school personnel with a valid need shall have access to assessment materials. No one shall review, copy, paraphrase or alter assessment booklets or questions.
3. Before assessment administration, materials shall be counted and distributed according to instructions provided by the District Test Coordinator. All assessment booklets and answer sheets shall be collected and accounted for immediately following each testing session.
4. No one will engage in unethical testing practices including but not limited to the following:
 - a. Exclude certain students as a means of improving overall school performance.
 - b. Give examinees access to test questions prior to testing.

- c. Copy, reproduce or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet.
 - d. Coach examinees during testing, alter, or interfere with examinees' responses in any way.
 - e. Make answer keys available to examinees.
 - f. Make notes of student answers on a secure assessment.
 - g. Make notes or otherwise recording or analyzing the content of a secure assessment.
 - h. Fail to follow security regulations for distribution and return of secure test as directed.
5. Any breach of security, including loss of materials, failure to account for materials and/or other deviation from acceptable security procedures shall be reported immediately to the school principal and to the District Test Coordinator or his/her designee.
 6. In the event of a breach of security the Associate Superintendent for Instruction and the District Testing Coordinator shall make a preliminary report and shall report the findings and corrective action taken, if any, to PED within three working days of being notified. School districts shall cooperate with PED if PED determines that further investigation or action is needed.

D. Use of Assessment Results

1. The NMSAP results will assist principals and teachers in their evaluation and planning of instructional programs and in the identification of student academic needs. The assessment program results serve as a basis to assist in the improvement of instruction for the advancement of student learning in relation to the statewide academic standards and benchmarks for English language arts, writing, mathematics, social studies and science.
2. The testing shall fulfill the following purposes:
 - a. Identify each school's instructional strengths and weaknesses.
 - b. Serve as one source for the evaluation of the educational program.
 - c. Facilitate the planning of appropriate curriculum and instructional programs.
 - d. Facilitate the selection of classroom instructional strategies.
 - e. Facilitate the planning of appropriate professional development activities.

- f. Facilitate the revision of each school's and the school district's Educational Plan for Student Success (EPSS)/90 Day Plan.
 - g. Identify the level of achievement of LCPS students as compared with other school districts locally and nationally.
 - h. Inform the Board of Education, parents and the general public of the achievement of LCPS students.
3. Scores on standardized assessments are not to be the sole determinant of whether a student is to be retained at the elementary or middle school levels.
 4. Proficiency is required on the High School Graduation Assessment in addition to all other graduation requirements in order to be eligible for a diploma.

E. Dissemination of Assessment Results

1. Following the receipt of the official score reports, the school will notify parents/students of the results and the cumulative folder will contain a copy of the score report.
2. Care must be taken in the handling of individual student assessment data to ensure confidentiality is maintained.

F. Parent Opt-Out of Various Assessments

While federal and state laws require all students to participate in state accountability assessments, the district recognizes the right of a parent or guardian to opt out their child from various assessments for medical and extenuating personal reasons.

Parents of students who qualify for a medical exemption may fill out a medical exemption for (with a doctor's note), which will ensure that the medical opt-out does not count against the district's federally required participation rate.

There are potential consequences for opting-out. Parental refusal to allow a student to participate in the HSGA (PARCC/SBA) may keep a student from receiving a NM Diploma of Excellence. Furthermore, should the district not meet the federally required 95% participation rate, the NMPED may withhold a portion of Title I funds allocated to the district.

1. The parent should arrange for an appointment with either the school principal or designee, or the District Testing Coordinator in the district's Assessment, Analysis and Research Department to discuss any concerns regarding the assessment program.
2. The "New Mexico Statewide Assessment Parental Refusal Form" (Form ILBB-E1) may be filled out by the parent prior to the meeting or during the meeting but must be signed by the parent in the presence of the school

principal, District Testing Coordinator or his/her designee.

3. The parental refusal form (or medical exemption form) must be signed annually as it only applies to the current school year.



Approved, Andrea Fletcher
Associate Superintendent for Instruction

August 15, 2016

Date Approved

History: Formerly Procedures 402, 435 and 437; revised 6.5.07, 08.07, 07.24.12, 10.10.12; 11.30.14; 09.09.15; 081516
Legal Reference: 34 CFR Sec.300.347; 6.10.7 NMAC; 6.30.2 NMAC; 6.31.2.11 NMAC