

POLICY: IL-R
Approved: November 25, 1974
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STUDENT TESTING GUIDELINES

These procedures are intended to: (1) define the types of tests used within the school; (2) state the conditions under which tests are administered; (3) define the rights of parents and students to access of test information; and (4) list the conditions of test security.

Tests

1. Tests consist of: (a) standardized group tests, (b) classroom tests, (c) screening techniques and (d) individualized tests.
2. Standardized tests are commercially purchased instruments designed to assess students in the areas of intelligence, achievement, behavioral traits, and personality. These can be individually or group administered or statewide assessment tests.
3. Classroom tests refers to quizzes, examinations or any other techniques produced by the classroom teacher to assess students in their current work situations.
4. Screening techniques refers to test-type instruments and techniques employed for the specific purpose of determining whether cause for a more discrete examination exists.
5. Individualized tests refers to any assessment procedures used on a one-to-one basis, or instruments intended for use on an individual basis.

Administration of Tests

1. Tests shall be administered only by professionally competent personnel. This will be interpreted to mean that classroom teachers may conduct group testing with both standardized and classroom achievement tests.

Individual tests in specialties such as reading, speech, learning disabilities, etc., may be administered by licensed personnel in those areas. Individual testing for psychological assessment will be the responsibility of the school psychologist.

In general, all test administration must be within the competence of the individual administering the test.

2. The purchase of tests, their distribution to staff, safekeeping and test interpretation for administrative purposes shall be the responsibility of Pupil Personnel Services.
3. Administration of tests will be organized and supervised by Pupil Personal Services.

4. State assessments or tests will be administered in accordance with those guidelines as established by the State of Wisconsin and the Department of Public Instruction.

Rights of Parents and Students

1. In general, parents and students have a right to know what testing instruments are being used in the schools and the results thereof. A qualified interpreter will be available to parents and students who wish to know test results. A qualified interpreter could be a teacher or in the case of specialized tests, the specialist administering the test.
2. The types of tests being used will be specified to parents upon their request.
3. Parents must give their permission for testing in all instances with the exception of group tests given as part of the School District's and State of Wisconsin Testing Program.
4. The parent or legal guardian must receive notice of individual tests or assessments. The notice will be given at least five business days in advance. Notification of group testing as mentioned in #3, will be published in the school newsletter.
5. Although screening devices are usually cursory and not considered testing instruments, parents should be notified regarding the nature of these and what purpose they are intended to fulfill.
6. Students should be informed as fully as possible regarding the reasons why they take tests and of their results. The interpretation should be from a qualified person.

Test Security

1. In general, security shall mean the distribution, collection and maintenance of test data under such safeguards of privacy as may be obtained through informed consent, verification of accuracy, limited access, selective discard and appropriate use.
2. Test records, such as psychological tests and group test records, will be secured in locked files with only certified or licensed personnel having access to the files.
3. Staff will be held responsible for neglect in security tests and test results when these are in general use.