

Procedure - Program Evaluation

Testing Program

The district's District Assessment Coordinator (DAC) will meet once per year with the Administrative Management Team (AMT) to review the district assessment program and include a schedule for all assessment activities to be conducted during the year. The committee will submit its recommendation to the superintendent for the following year's assessment program by May 15. In its review, the committee will consider such factors as:

- A. **Validity.** Do the proposed assessment materials measure the district's objectives? Are the items compatible with the district scope and sequence?
- B. **Administration.** Are directions clear for the teacher and for the students? Is the format attractive?
- C. **Interpretation of Results.** Are results reported in a form that is meaningful to the teacher, the student, the district, and parents?

The assessments will be approved by the AMT and the schedule will be approved by the DAC and the AMT. The schedule will be distributed to individual schools by August 31. The DAC will be responsible for ordering tests, distributing materials and scoring sheets, and distributing administration instructions. After tests have been scored, the DAC will be responsible for:

- A. Preparing reports on test results for board, instructional staff, parents/guardians and the general public.
- B. Interpreting scores for staff and interested persons.
- C. Disseminating individual scores to staff responsible for counseling, screening and special placement of individuals.
- D. Preparing reports to evaluate curriculum and assist staff in implementing changes and improvements in curriculum.

Adoption Date: 10.30.19
Okanogan School District
Classification: Essential
Revised Dates: