

1 The Transylvania County Board of Education (the “board”) believes that an effective testing and  
2 assessment program evaluates the progress of individual students and helps ensure that  
3 educational goals and objectives are being met for every child. A testing program also assists in  
4 the continued refinement of the instructional program. In addition, data from tests and  
5 assessments provide measures of student learning that are useful for evaluating educator  
6 effectiveness.

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8 Every effort will be made to ensure that the testing program contributes to the learning process  
9 rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests  
10 in order to ensure that measurements are reasonably accurate.

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12 **A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS**

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14 The superintendent shall provide for the proper administration of all state-required tests,  
15 screenings, and other assessments, and any state-required remedial instruction and/or  
16 retesting in accordance with all requirements established by law or the State Board of  
17 Education. The superintendent, in consultation with the school principals, shall  
18 determine how results from such measures will be used in determining students’ final  
19 grades, provided that the requirements described in Section B, below, and any other  
20 applicable state requirements are met.

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22 The superintendent shall provide for the online administration of state-required tests to  
23 the extent required by the State Board of Education or the Department of Public  
24 Instruction, and otherwise as feasible within available resources. The superintendent  
25 shall keep the board informed of any resources or other measures needed to support  
26 online test administration.

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28 Students may participate in field testing and other sample testing as designated by the  
29 State Board or the Department of Public Instruction.

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31 The superintendent shall develop security and administration procedures for the state  
32 testing program and other assessments that are consistent with State Board of Education  
33 requirements and relevant law. The superintendent shall ensure that all relevant  
34 personnel are instructed in such procedures. All testing personnel, teachers, and school  
35 administrators are required to be familiar with and adhere to all applicable testing  
36 manuals, handbooks, and guides, including the Testing Code of Ethics, for state and  
37 locally-required tests. Failure to follow procedures may result in disciplinary sanctions,  
38 including termination or revocation of administrative and/or teaching licenses.

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40 **B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING**

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42 High school students must take all end-of-course (EOC) tests, NC Final Exams, and  
43 Career and Technical Education State Assessments (CTE Post-Assessments) required by  
44 the State Board of Education. The results of EOC tests, NC Final Exams, and CTE Post-

45 Assessments will count as twenty-five percent (25%) of a student's final grade in each  
46 high school course for which there is an EOC test, NC Final Exam, or CTE Post-  
47 Assessment. ~~This requirement does not apply to EOC tests for students following the~~  
48 ~~Occupational Course of Study Pathway.~~ However, the results of such assessments will  
49 not factor into a student's final grade in a course during the initial implementation year of  
50 a new assessment for that course where scores are not immediately available due to  
51 standard setting. Further, CTE students who earn a credential that is approved under  
52 Department of Public Instruction guidelines as evidence of technical skill attainment will  
53 not be required to take the CTE Post-Assessment in the course.

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55 The EOC assessments/twenty-five percent (25%) final grade requirement shall not apply  
56 to the following students: (a) students following the Occupational Course of Study  
57 Pathway; (b) English Learner (EL) students in their first year in a U.S. school; and (c) all  
58 students enrolled in a course during the initial implementation year of the new assessment  
59 for that course where scores are not immediately available due to standard setting. For  
60 these students, the EOC assessment shall not apply towards the student's final grade.

### 61 62 C. MINIMIZING TIME SPENT TESTING

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64 The superintendent or designee shall ensure that the time students spend taking  
65 standardized state and local tests and the frequency of field testing at a particular school  
66 are minimized. Specifically, the superintendent shall ensure the following.

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68 1. Schools will devote no more than two days of instructional time per year to the  
69 taking of practice tests that do not have the primary purpose of assessing current  
70 student learning.
- 71  
72 2. Students will not be subject to field tests or national tests during the two-week  
73 period preceding their school's administration of end-of-grade tests,  
74 end-of-course tests, or regularly scheduled final exams.
- 75  
76 3. No school will participate in more than two field tests at any one grade level  
77 during a school year.
- 78  
79 4. All annual assessments of student achievement adopted by the State Board of  
80 Education pursuant to G.S. 115C-174.11(c)(1) or other applicable law and all  
81 final exams for courses will be administered within the final ten instructional days  
82 of the school year for year-long courses and within the final five instructional  
83 days of the semester for semester courses. Exceptions will be permitted on an  
84 individual basis to accommodate a student's individualized education program or  
85 Section 504 plan; for the administration of final exams for courses with national  
86 or international curricula required to be held at designated times; for make-up  
87 testing; and as otherwise permitted by the Department of Public Instruction.
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89 Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34  
90 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -83.5, -83.6, -174.11, -174.12, -174.13, -174.15, -  
91 174.22, -174.25, -276, -288, -307, -402.5; State Board of Education Policy series TEST and  
92 GRAD; EVAL-006, EVAL-025 through -031

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94 Cross References: Professional and Staff Development (policy 1610/7800), Goals and Objectives  
95 of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420),  
96 Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy  
97 5070/7350)

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99 Other References: *NC Final Exams Test Administrators' Guides*, available at  
100 [http://www.dpi.state.nc.us/accountability/common-](http://www.dpi.state.nc.us/accountability/common-exams/)  
101 [exams/](http://www.dpi.state.nc.us/accountability/testing/common-exams/)<http://www.dpi.state.nc.us/accountability/testing/common-exams/>; *North Carolina Test*  
102 *Coordinators' Policies and Procedures Handbook*, available at  
103 <http://www.dpi.state.nc.us/accountability/policies/generalinfo>

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105 Adopted: January 19, 2016

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107 Revised: May 16, 2016; June 5, 2017; February 19, 2018 (legal references only); [DATE]