

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.

7
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.

11
12 **A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS**

13
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.

21
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.

27
28 Students may participate in field testing and other sample testing as designated by the
29 State Board or the Department of Public Instruction.

30
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.

39
40 **B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING**

41
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**. Further, CTE students who earn a credential **that**
49 **is approved under Department of Public Instruction guidelines as evidence of technical**
50 **skill attainment** will not be required to take the CTE Post-Assessment in the course.

51 52 C. MINIMIZING TIME SPENT TESTING

53
54 The superintendent or designee shall ensure that the time students spend taking
55 standardized state and local tests and the frequency of field testing at a particular school
56 are minimized. Specifically, the superintendent shall ensure the following.

- 57
58 1. Schools will devote no more than two days of instructional time per year to the
59 taking of practice tests that do not have the primary purpose of assessing current
60 student learning.
- 61
62 2. Students will not be subject to field tests or national tests during the two-week
63 period preceding their school's administration of end-of-grade tests,
64 end-of-course tests, or regularly scheduled final exams.
- 65
66 3. No school will participate in more than two field tests at any one grade level
67 during a school year.
- 68
69 4. All annual assessments of student achievement adopted by the State Board of
70 Education pursuant to G.S. 115C-174.11(c)(1) or other applicable law and all
71 final exams for courses will be administered within the final ten instructional days
72 of the school year for year-long courses and within the final five instructional
73 days of the semester for semester courses. Exceptions will be permitted **on an**
74 **individual basis** to accommodate a student's individualized education program
75 **and** or Section 504 plans; **and** for the administration of final exams for courses
76 with national or international curricula required to be held at designated times; **for**
77 **make-up testing; and as otherwise permitted by the Department of Public**
78 **Instruction.**

79
80 Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34
81 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -81, -83.5, -83.6, -174.11, -174.12(a), -174.13, -
82 174.22, -174.25, -276, -288, -307, -402.5; State Board of Education ~~Policies GCS-A series;~~
83 ~~GCS-C series; GCS-N series; TCP-C 006; 16 N.C.A.C. 6D .0301 — .0306~~ **Policy series TEST**
84 **and GRAD; EVAL-006, EVAL-025 through -031**

85
86 Cross References: Professional and Staff Development (policy 1610/7800), Goals and Objectives
87 of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420),

88 Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy
89 5070/7350)

90
91 Other References: *NC Final Exams Test Administrators’ Guides*, available at
92 <http://www.dpi.state.nc.us/accountability/common-exams/>; *North Carolina Test Coordinators’*
93 *Policies and Procedures Handbook*, available at
94 <http://www.dpi.state.nc.us/accountability/policies/generalinfo>

95
96 Adopted: January 19, 2016

97
98 Revised: May 16, 2016; [DATE]

99
100

REVISED