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# ACADEMIC TESTING PROCEDURE (TST-P001)

Clarksville-Montgomery County School System

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## 1.0 SCOPE:

- 1.1 This procedure outlines the process for facilitating and monitoring the state mandated testing program.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.
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## 2.0 RESPONSIBILITY:

- 2.1 Testing Coordinator

## 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

## 4.0 DEFINITIONS:

- 4.1 Mandated State Testing Programs: Testing programs that include state mandated student assessment programs intended for the improvement of classroom instruction and student achievement.
- 4.2 Testing Irregularities Forms: Forms documenting for future reference, circumstances that could be useful is the interpretation of test results such as irregular testing conditions, interruptions and names of students with incomplete tests.
- 4.3 Gateway Tests: Three end-of-course assessments required to earn a regular diploma for students who entered ninth grade during or after the 2001-2002 school year.

## 5.0 PROCEDURE:

- 5.1 Testing calendar is distributed to Tennessee systems and schools.
  - 5.1.1 Testing calendar for mandated tests is established by the Tennessee Department of Education.
- 5.2 State Testing Office notifies system Testing Coordinator when the web site for designated test is activated to receive system test orders.
  - 5.2.1 Test counts for individual schools are obtained.
  - 5.2.2 System counts are logged on State test order entry site within the established time frame set by the TN Dept. of Ed.
- 5.3 System Testing Coordinator provides training for designated test administration for individual school Testing Coordinators.
- 5.4 Testing material is received at Central Office, sorted and delivered by Central Office Special Courier to individual schools testing coordinators in each building.
  - 5.4.1 Signature of receipt is required.
- 5.5 Following test administration, test materials from schools are returned by Special Courier to Central Office.
- 5.6 System Testing Coordinator verifies school shipping lists and correct quantities of all testing material returned from schools.

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- 5.7 Forms documenting Testing Irregularities from schools are reviewed and signed by testing coordinator for recommended action to process normally; or review for voiding test.
- 5.8 Test boxes are sealed and a shipping company is contracted for return of testing material to Nashville Regional Office.
  - 5.8.1 System Testing Coordinator transports all Gateway answer documents to the Nashville Regional Office site and scans cards for test results.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Testing Calendar
- 6.2 Test Order Forms
- 6.3 Tests
- 6.4 Testing Irregularities Forms

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Testing Calendar, Forms,	Instructional Dept. Office	5 years	Discard as Desired	Secured Building
Tests	Instructional Dept. Office	5 years	Shred	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/06/04		Initial Release
5/10/04	A	List tests separately with shred as disposition in 7.0

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

