Policy ILB Test/Assessment Administration Issued 8/20 REVISED AUGUST 2023

Purpose: To establish the basic structure and test security parameters for administering standardized tests.

The superintendent may not permit state, local, or other standardized testing to be administered without complying with applicable state test security requirements. ~~Current tests may not be used as instructional tools.~~ Individuals will adhere to all procedures specified in all operating manuals governing the mandated testing programs. The use of current standardized tests as instructional tools is specifically prohibited.

Statewide Assessment Program

All students including students with disabilities enrolled in ~~attending~~ Charleston County School District schools shall participate in the statewide assessment program as mandated by current applicable laws and regulations.

CCSD personnel shall comply with district administrative procedures and guidelines as well as state law and regulations in the implementation of the statewide assessment program.

Test Security Parameters

All CCSD sites will keep all secure tests and test materials including, but not limited to, observational answer keys, video tapes, completed observation sheets, online test rosters, access codes and test tickets, paper with student writing, test booklets, any customized materials, and examinee answer documents under lock and key in a secure location. At the central office level, the superintendent or their designee will identify the secure location and maintain key(s) to the determined location for test materials. Once the school sites are in possession of test materials, the School Test Coordinator (STC) will keep all of the above listed materials in a secure location under lock and key when testing is not in progress. At the school site level, the key(s) shall be kept by the principal or their designee. Access to secure test materials must only be under the supervision of the School Test Coordinator (STC). Staff verification with signatures must be used to track the distribution and receipt of secure test materials. Per state and testing agency requirements, student personal electronic devices which can be used for communication, timing, imaging, or accessing the internet, must be powered off and secured prior to any standardized test, unless the student's IEP, 504, ILAP or Health Plan documents the use of such devices (and approved by testing agency for the specific test administration) and/or the devices are required for a customized administration. These devices include, but are not limited to, tablets/computers not approved for this test, smart/cell phones, mp-3 players, e-readers, smart watches, earbuds, or any other electronic or photographic device. All test materials must be collected by the Test Administrator prior to students having access to personal electronic devices and leaving the testing room. After testing, STCs will follow procedures for returning secure test materials provided in the testing manual.

No school or district employee or student will knowingly or willfully participate or cause others to participate in actions that violate test security laws, regulations, and / or procedures. It is the responsibility of all who participate in the test administration to protect the security of test materials at all times. In this context, test materials are not limited to paper test booklets, online tests, and printed test tickets, but also include the hardware and software systems that are required to implement a computer-administered test. Possible consequences of student misconduct include, but are not limited to, the invalidation of the test score, receiving a zero on the test, suspension or expulsion from school, an investigation by local police or the South Carolina State Law Enforcement Division (SLED) with possible criminal charges or other civil or legal sanction. Employee misconduct may include, but are not limited to, reprimand, suspension, disciplinary action to an educator's professional certificate, and/or an investigation by local police or the South Carolina State Law Enforcement Division (SLED) with possible criminal charges or other civil or legal sanction.

State Readiness Program

The state readiness program shall be administered each year as prescribed by the state in prekindergarten (4K) or kindergarten (5K).

Pursuant to Act 213, to the extent funding is provided or that approved screening tools are available at no cost, the district will implement the universal screening process for each student in the district who is in kindergarten through first grade three (3) times each school year and as needed in second grade as outlined in the district's universal screening procedures. This process will also be applied to any other student as required by the state, for reading difficulties, including dyslexia, and the need for intervention. Screening may also be requested for a student by his parent/guardian, teacher, counselor, or school psychologist.

 This screening tool must meet the following criteria: 1. Screener must be brief 2. Screener must contain normative data for cut points 3. Screener must screen for dyslexia and have the ability to progress monitor the abilities/skills mentioned below 4. Screener must measure all of the following abilities/skills

Grade Abilities/Skills

Kindergarten

1. Alphabetic Principle (Letter-Sound Relationships)
2. Alphabet Knowledge (Letter-Naming)
3. Phonological Awareness

 First grade
1. Alphabetic Principle (Letter-Sound Relationships)
2. Alphabet Knowledge (Letter-Naming)
3. Phonological Awareness
4. Fluency

Second grade (as needed)
1. Phonics ILB ILB 1 of 2
2. Fluency
3. Vocabulary
4. Comprehension

 All approved screeners must be administered with fidelity. When determining if a child has or is at risk of having a reading difficulty, vendor assessment cut points should be utilized, **not** district-selected cut points.

The district MTSS process after screening should include review for tiered interventions and notification of parents of students who may be at risk for learning difficulties.

Charleston County School District shall comply with administrative regulations prepared by the administration as well as state law and regulations in the implementation of the statewide assessment program.

Students with disabilities shall be included in the assessment program in compliance with the provisions of state and federal laws and regulations.

Adopted 10/12/87; Revised 9/12/05, 3/13/06, 8/24/20 Legal References: S.C. Code of Laws, 1976, as amended: Section 59-1-445 - Violations of mandatory testing security; penalties; investigations. Section 59-33-520- Training and support for statewide multi-tiered system of supports; universal screening process. S.C. State Board of Education Regulations: R43-100 - Test security. R43-262 - Assessment program.

Adopted: _____ Revised: _____

Legal references:

A. S.C. Code, 1976, as amended:

    1. Section 59-1-445 – Violations of mandatory testing security; penalties; investigations.

    2. Section 59-1-447 – Regulations for mandatory test security procedures.

    3. Section 59-33-520- Training and support for statewide multi-tiered system of supports; universal screening process.

B. State Board of Education Regulations:

    1. R-43-100 – Test Security Regulations
    2. R-43-262 – Assessment Program

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