

Policy Code: 3700 TESTING AND ASSESSMENT PROGRAM

The board believes that an effective testing and assessment program evaluates the progress of individual students and helps ensure that educational goals and objectives are being met for every child. A testing program also assists in the continued refinement of the instructional program. In addition, data from tests and assessments provide measures of student learning that are useful for evaluating educator effectiveness. Every effort will be made to ensure that the testing program contributes to the learning process rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests in order to ensure that measurements are reasonably accurate.

A. Administration of Tests, Screenings, and Other Assessments

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

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

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

The superintendent shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. The superintendent shall ensure that all relevant personnel are instructed in such procedures. All testing personnel, teachers, and school administrators are required to be familiar with and adhere to all applicable testing manuals, handbooks, and guides, including the Testing Code of Ethics, for state and locally-required tests. The failure of any individual to adhere to these standards is grounds for disciplinary action including dismissal or revocation of administrative and/or teaching licenses. All school personnel shall be responsible for immediately reporting any questionable testing practice. Failure to report a questionable practice is unethical behavior.

B. High School Final Exams and End-of-Course Testing

High school students must take all end-of-course (EOC) tests, ~~NC Final Exams~~, and Career and Technical Education (**CTE**) State Assessments (~~CTE Post-Assessments~~) required by the State Board of Education. For all students, including English Learner students in their first year in a U.S. school and students following the Occupational Course of Study Pathway, the results of EOC tests, ~~NC Final Exams~~, and CTE ~~Post-~~ **State** Assessments will count as 20 percent of a student's final grade in each high school course for which there is an EOC test, ~~NC Final Exam~~, or CTE ~~Post-~~ **State** Assessment. However, the results of such assessments will not factor into a student's final grade in a course during the initial implementation year of a new assessment for that course where scores are not

immediately available due to standard setting. Further, ~~CTE students who earn a credential that is approved under Department of Public Instruction guidelines as evidence of technical skill attainment will not be required to take the CTE Post-Assessment in the course.~~

C. Minimizing Time Spent Testing

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

1. Schools will devote no more than two days of instructional time per year to the taking of practice tests that do not have the primary purpose of assessing current student learning.
2. Students will not be subject to field tests or national tests during the two-week period preceding their school's administration of end-of-grade tests, end-of-course tests, or regularly scheduled final exams.
3. No school will participate in more than two field tests at any one grade level during a school year.
4. All annual assessments of student achievement adopted by the State Board of Education pursuant to [G.S. 115C-174.11\(c\)\(1\)](#) or other applicable law and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses. Exceptions will be permitted on an individual basis to accommodate a student's individualized education program or Section 504 plan; for the administration of final exams for courses with national or international curricula required to be held at designated times; for make-up testing; and as otherwise permitted by the Department of Public Instruction.
5. A report of local standardized testing is provided to the board for review in even-numbered years and, if required, a plan for reducing the time spent on such testing is subsequently prepared and submitted to the State Board of Education in compliance with state law.

The Board of Education limits the administration and scoring of any standardized test or test required by the State of North Carolina for public school students in grades K-12 to those students who are in membership in the Edenton-Chowan Schools at the time of testing.

No individual who has access to secure assessment materials may use that access for personal gain.

LEGAL REF: The Family Educational Rights and Privacy Act, [20 U.S.C. 1232g, -h](#); [34 C.F.R. pt. 99](#); [G.S. 115C, art. 10A](#); [115C-47, -83.5, -83.6, -174.11, -174.12, -174.13, -174.22, -174.25, -276, -288, -307, -402.5](#); [S.L. 2019-212](#), Sec. 1, State Board of Education Policies series [TEST](#) and [GRAD](#); [EVAL-006, EVAL-025 through -031](#)

CROSS REF: Professional Development Opportunities (Policy 5355); Student Promotion and Accountability (Policy 3600); Maintenance, Review, and Release of Student Records (Policy 4100); Public Record Requests (Policy 2210)

ADOPTED: August 2, 2004

AMENDED: January 5, 2015; June 7, 2016; August 1, 2017; January 9, 2018; May 12, 2020; **September 30, 2020**

Edenton-Chowan Schools