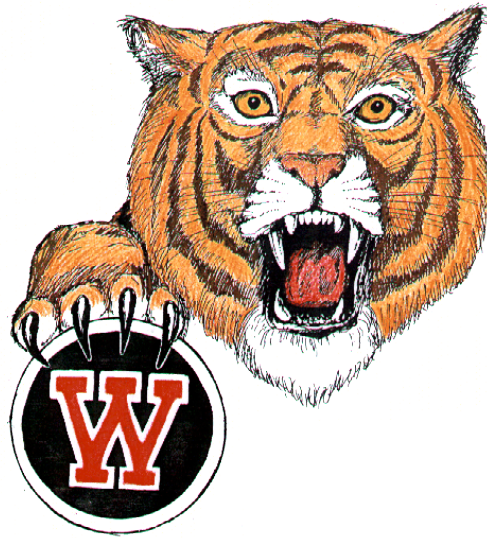


WARRENSBURG R-VI SCHOOL DISTRICT



TESTING PROGRAM AND TESTING CALENDAR

2017-2018

Approved by the Warrensburg R-VI Board of Education on August 15, 2017

**WARRENSBURG R-VI SCHOOL DISTRICT
TESTING PROGRAM AND TESTING CALENDAR
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RATIONALE FOR TESTING

The testing program of the Warrensburg R-VI School District involves sampling of students' performance in order that judgments and decisions may be made concerning individual students, groups of students, and educational programs of the district. The testing program is built on the principle that various abilities, aptitudes and skills appear at different ages for different people and if students are to have the opportunity to realize their own unique potential, their strengths and limitations must be identified as early as possible.

USE OF TESTS

The testing and evaluation program in the Warrensburg R-VI School District is a continuous cooperative process for obtaining information. Evaluation provides information (a) to students and their parents, as an aid for self-understanding as well as for educational and vocational planning; (b) to teachers as an aid for improvement of instruction; and (c) to administrators, as a basis for planning and decision-making, a data base for reporting to funding agencies and evaluating the effectiveness of instructional programs and identification of areas for instructional improvement.

VALIDITY OF TEST SCORES

A variety of factors can have an influence on the student's performance on a given test. Although test scores are not a perfect measure of how well a student is performing, tests do provide valuable information on the student's learning strengths and weaknesses.

EFFECTIVE TEST TAKING ENVIRONMENT AND TEST TAKING SKILLS

In a test taking situation teachers attempt to create a relaxed, positive testing environment and attempt to promote students' emotional and physical preparedness for testing. Through the elementary classroom teachers and the counselor, children are taught test taking skills. These skills are reinforced at the Middle School through Life 101 and the Study Skills class and at the High School through a unit in the Citizenship class. Training by school counselors and classroom teachers in handling standardized testing situations helps decrease test anxiety and increase confidence.

OFF-GRADE ASSESSMENT AND LOCAL ASSESSMENT ON SHOW ME STANDARDS

The Warrensburg R-VI School District will be using district-developed performance assessments to address off-grade and off-subject area testing. Results will be used to help track mastery of the Show Me Standards. Any goals or standards not addressed by the MAP or the district-developed performance assessment will be addressed in classroom activities and assessments. The goals and standards which cannot be assessed by a paper and pencil test will have a classroom level task or assignment that demonstrates the district is measuring these areas.

ASSESSMENT OF SPECIAL POPULATIONS

Special populations will be included in statewide and district assessment programs, with appropriate accommodations where necessary. Accommodations are designed to provide all students with an equal opportunity to demonstrate what they know and can do.

TEST SECURITY POLICY

The Warrensburg R-VI School District has a policy pertaining to test security and is located in the Board of Education Rules and Regulations.

RIGHTS OF PARENTS

Parents and legal guardians are provided the opportunity and are encouraged to view the results of all school testing. School records are kept confidential; however, parents have access to their child's cumulative record file until the student reaches age 18. Individuals have the right to due process under the law when questions are raised about appropriate educational procedures.

For further information regarding the testing program, contact the Director of Curriculum and Assessment, Dr. Jackie Duvall, 201 S. Holden Street, Warrensburg, Missouri, Phone No. 660-747-7823, or your child's school.

ELEMENTARY TESTING

Assessment	Grade Level	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Student Group(s)	State Required
District-Developed Checklist of Basic Skills: Reading, Language Arts, Math	K	Aug									May	All	
District-Developed Performance Assessments: Math, Comm. Arts, Science and Social Studies	1-5	August - May										All	
WIDA ACCESS Placement Test (W-APT)	K-5	August - May										English Language Learner (ELL) Students New to District	*
Developmental Reading Assessment 2 (DRA 2)	K-5		Sept				Jan			April		Individual Students	
STAR 360	K-5		Sept			Dec	Jan			April	May	All	
Map-A (Alternate)	3-5						January - February					Special Education Students not participating in MAP Grade-Level Assessments	*
WIDA ACCESS	K-5						January - February					English Language Learner (ELL) Students	*
MAP Grade-Level Assessments	3-5									April - May		All	*

Name of Test	Purpose of Test	Use of Results	Dissemination of Test Results	Administered By
Developmental Reading Assessment 2 (DRA2)	Identify student reading level	Planning for individual needs	Parent conferences	Teachers
District Developed Checklist of Basic Skills: Reading, Language Arts and Math	Helps identify students in need of Title I services	Plan appropriate program for children	Conferences	Kindergarten Teachers
District Developed Performance Assessments: Communication Arts, Math, Science and Social Studies	Measures concepts, processes and objectives in the areas of communication arts, math, science and social studies	Planning for individual needs of students; planning curriculum changes and revisions; placement criteria for Gifted and Title program	Printout of results sent home; reported at Board of Education meeting; Graded tests	Teachers
Missouri Assessment Program Alternate (MAP-A)	Measures concepts, processes and objectives in the areas of communication arts and math	Planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Special Services Teachers
Missouri Assessment Program (MAP) Grade-Level Assessments: Communication Arts, Math and Science	Assesses students' progress toward meeting the Missouri Learning Standards that Missouri students should acquire by the time they complete high school	Planning curriculum changes and revisions; planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Teachers
STAR 360	Assesses student's math, reading and early literacy skills in order to determine overall achievement.	Planning for individual needs	Parent conferences	Teachers
WIDA ACCESS Placement Test (W-APT) - English Language Proficiency Assessment	The W-APT identifies ELLs and assists in appropriate placement in a language instruction educational program.	Planning for individual needs of students and assigning ELLs to one of the three tiers for ACCESS testing.	Parent conferences	ELL Teachers
WIDA ACCESS for ELLs - English Language Proficiency Assessment	Measures annually the progress Missouri's ELLs are making in the acquisition of their English language skills	Planning curriculum changes and revisions; planning for individual needs of students; determining AMAOs	Printout of results sent home; district results reported at Board of Education meeting	ELL Teachers

MIDDLE SCHOOL TESTING

Assessment	Grade Level	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Student Group(s)	State Required
District-Developed Performance Assessments: Math, Comm. Arts, Science and Social Studies	6-8	August - May										All	
STAR 360	6-8	August - May										All	
WIDA ACCESS Placement Test (W-APT)	6-8	August - May										English Language Learner (ELL) Students New to District	*
Career Finder/Exploring Career Paths	8	September - May										All	
Map-A (Alternate)	6-8						January - February					Special Education Students not participating in MAP GL Assessments	*
WIDA ACCESS	6-8						Jan - Feb					English Language Learner (ELL) Students	*
MAP Grade-Level Assessments	6-8									April - May		All	*
MAP End-of-Course Assessments	7-8									April - May		Students enrolled in Algebra I	*

Name of Test	Purpose of Test	Use of Results	Dissemination of Test Results	Administered By
District Developed Performance Assessments: Communication Arts, Math, Science and Social Studies	Measures concepts, processes and objectives in the areas of communication arts, math, science and social studies	Planning for individual needs of students; planning curriculum changes and revisions; placement criteria for Gifted and Title program	Printout of results sent home; Graded tests; reported at Board of Education meeting	Classroom Teachers
Exploring Career Paths	Helps students select three career paths for career exploration	Assists students in planning short and long-range educational/career paths	Booklet given to students and results used for selection of high school classes	Counselor
Missouri Assessment Program Alternate (MAP-A)	Measures concepts, processes and objectives in the areas of communication arts and math	Planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Special Services Teachers
Missouri Assessment Program (MAP) Grade-Level Assessments: Communication Arts, Math and Science	Assesses students' progress toward meeting the Missouri Learning Standards that students should acquire by the time they complete high school	Planning curriculum changes and revisions; planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Classroom and Special Services Teachers
Missouri Assessment Program (MAP) End-of-Course Assessments: Algebra I	Assesses students' progress toward meeting the Missouri Learning Standards that students should acquire by the time they complete high school	Planning curriculum changes and revisions; planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Classroom and Special Services Teachers
STAR 360	Assesses student's math and reading skills in order to determine overall achievement.	Planning for individual needs	Parent conferences	Classroom Teachers
WIDA ACCESS Placement Test (W-APT) - English Language Proficiency Assessment	The W-APT identifies ELLs and assists in appropriate placement in a language instruction educational program.	Planning for individual needs of students and assigning ELLs to one of the three tiers for ACCESS testing.	Parent conferences	ELL Teachers
WIDA ACCESS for ELLs - English Language Proficiency Assessment	Measures the progress of ELL students in the acquisition of their English language skills	Planning curriculum changes and revisions; planning for individual needs of students; determining AMAOs	Printout of results sent home; district results reported at Board of Education meeting	ELL Teachers

HIGH SCHOOL TESTING

Assessment	Grade Level	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Student Group(s)	State Required
District-Developed Performance Assessments: Math, Science	9,11	August - May											All		
District-Developed Performance Assessments: Communication Arts, Social Studies	10	August - May											All		
Scholastic Reading Inventory (SRI)	9-11	August - May											All		
WIDA ACCESS Placement Test (W-APT)	9-12	August - May											English Language Learner (ELL) Students New to District	*	
COMPASS	11-12	August - May											Optional assessment for students		
PreACT	10		Sept											All Students in Grade 10	
American College Testing (ACT)	9-12		Sept 19	Oct 28		Dec 9		Feb 10		April 14		June 9		Optional assessment for students	
Scholastic Aptitude Test (SAT)	9-12			Oct 7	Nov 4	Dec 2			March 10		May 5	June 2		Optional assessment for students	
Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test (PSAT/NMSQT)	10-12			Oct										Optional assessment for students	
Armed Services Vocational Aptitude Battery (ASVAB)	9-12			Oct										Optional assessment for students	*
MAP End-of-Course Assessments	9-12				November - December (Fall)					April - May (Spring)		June - July (Summer)		Students enrolled in Algebra I, Biology, English II, Government, Algebra II (if Algebra I was taken in Middle School)	*
Map-A (Alternate)	10-11						January - February							Special Education Students not participating in MAP Grade-Level Assessments	*
WIDA ACCESS	9-12						January - February							English Language Learner (ELL) Students	*
American College Testing (ACT)	11									April-May				All Students in Grade 11	
Advanced Placement Tests	11-12										May			Students enrolled in Advanced Placement Courses	

HIGH SCHOOL TESTING (Continued)

Name of Test	Purpose of Test	Use of Results	Dissemination of Test Results	Administered By
Advanced Placement Tests	Opportunity for students to pursue college level studies while in high school and to receive college credit through a standardized test	College and high school credit	Printout of results given to students	Counselors
American College Testing (ACT)	College entrance	Indicator of how students compare with other college-bound students locally, statewide and nationally; educational and vocational guidance and counseling	Printout of results sent to students	Various locations in Missouri
Armed Services Vocational Aptitude Battery (ASVAB)	Vocational aptitude	Educational and vocational guidance and counseling	Printout of results given to students	Civil service employee, counselors
COMPASS	College entrance	Evaluate students' skill levels and place in appropriate classes	Printout of results sent to students	Various locations in Missouri
District Developed Performance Assessments: Communication Arts, Math, Science and Social Studies	Measures concepts, processes and objectives in the areas of communication arts, math, science and social studies	Planning for individual needs of students; planning curriculum changes and revisions; placement criteria for Gifted and Title program	Printout of results sent home; reported at Board of Education meeting; Graded tests	Classroom Teachers
Missouri Assessment Program Alternate (MAP-A)	Measures concepts, processes and objectives in the areas of communication arts and math	Planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Special Services Teachers
Missouri Assessment Program (MAP) End-of-Course Assessments : Algebra I, Algebra II, Biology, English II, Government	Assesses students' progress toward meeting the Missouri Learning Standards that students should acquire by the time they complete high school	Planning curriculum changes and revisions; planning for individual needs of students; determining APR; Goal achievements	Printout of results sent home; district results reported at Board of Education meeting	Classroom and Special Services Teachers
PreACT	Predicts student performance on the ACT and can be used for college and career planning.	High school, college and career planning for students.	Printout of results given to students	Counselors
Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test (PSAT/NMSQT)	Qualifying for Missouri Scholar's program; allow students to compete for National Merit Scholarship	Placement in Missouri Scholar's program; indicator of how students compare academically with other junior college bound students	Printout to students – school gets a copy	Counselors
Scholastic Aptitude Test (SAT)	College entrance	Indicator of how students compare with other college-bound students locally, statewide and nationally; educational and vocational guidance and counseling	Printout of results sent to students	Various locations in Missouri
Scholastic Reading Inventory (SRI)	Identify student reading level	Planning for individual needs	Parent conferences	Classroom Teachers
WIDA ACCESS Placement Test (W-APT) - English Language Proficiency Assessment	The W-APT identifies ELLs and assists in appropriate placement in a language instruction educational program.	Planning for individual needs of students and assigning ELLs to one of the three tiers for ACCESS testing.	Parent conferences	ELL Teachers
WIDA ACCESS for ELLs - English Language Proficiency Assessment	Measures annually the progress Missouri's ELLs are making in the acquisition of their English language skills	Planning curriculum changes and revisions; planning for individual needs of students; determining AMAOs	Printout of results sent home; district results reported at Board of Education meeting	ELL Teachers

Warrensburg R-VI School District
Test Security Regulation 6420
Revised February 21, 2012

Storage and Access

1. The Director of Curriculum and Assessment will be responsible for ordering, storing, securing, and distributing all Missouri assessment documents and standardized test booklets. The Director of Special Programs will be responsible for ordering, storing, securing, and distributing all tests used in special services programs.
2. Upon receipt of the tests, the Director of Curriculum and Assessment will carefully check all materials and report any inaccuracy between the number requested and the number received to the publishing company.
3. Missouri assessment documents and standardized test booklets will remain untouched until they are distributed for administration. During this time, test booklets will be stored in a secure area in the district central office building. Only the Director of Curriculum and Assessment and other designated individuals will have access to test materials.
4. The Director of Curriculum and Assessment will carefully sort test documents in preparation for administration, making a written record of the number of booklets that will be sent to each administration site.
5. The special services tests will be stored in each building in a locked central location as designated by the principal. The principal and psychological examiner will be responsible for the tests located in the buildings.
6. No teacher shall have access to test booklets or be told what is in them before the test is distributed, except special education teachers in accordance with a student's Individualized Education Program (IEP).
7. Teachers will have access to the appropriate documents, including the Test Administration Manual, approximately one week prior to the test administration.
8. Only those people who will administer a special services test will have access to the test protocols or the test materials, except for review of test results during staffings, when results are being interpreted by qualified examiners.

Instructions for Administration

1. Prior to the first day of testing, all staff involved in test administration will be required to participate in an in-service and/or DESE webinar designed to train test administrators in administration procedures, led by the Director of Curriculum and Assessment, psychological examiners or counselors.
2. The in-service will stress the maintenance of test security during test administration. Security issues addressed will include handling materials in a secure manner, providing directions to students, responding to students' questions and monitoring the test setting, and will include distribution of the district test security policy.

Test Administration

1. All standardized and/or statewide tests will be administered by the classroom teachers and counselors in an appropriate manner compliant with testing guidelines.
2. Special services tests will be administered by a staff member who is qualified in the area being assessed in an appropriate manner compliant with testing guidelines.
3. Test booklets will be delivered to each building principal before the day of the test and distributed by building staff immediately prior to testing. Students will not receive test booklets until time for testing to begin.
4. Students will be encouraged to use restroom facilities, get drinks, etc., before starting to take the test. If students must leave the room during testing, they will be instructed to place their answer sheets in their test booklets and close these booklets before leaving their seats.
5. All individuals administering tests will strictly follow the procedures outlined in the test administration manual. Test administrators will not leave the testing room the entire time the test is being given.
6. While the test is being given, building administrators and other designated individuals will move between classrooms or other testing locations to help monitor administration and to provide assistance as needed.

7. If a test is to be administered over a series of days, test booklets and answer sheets will be collected each day immediately following testing, counted by the test administrator and the building test coordinator, and stored in a secure location by the building test coordinator.
8. Make-up testing will be given following the general administration of the test. A designated person in each building will administer the test according to specified administration procedures, taking all previously stated precautions to insure security. Test materials will be counted.

Collection and Storage of Test Materials Following Testing

1. Test booklets will be collected from test administrators immediately following testing, organized according to instructions, and stored in a secure area. Special services test protocols will be collected from the students and stored in a secure area.
2. Test booklets will be re-counted by the Director of Curriculum and Assessment and counselors, and these counts will be documented and checked against pre-administration counts.
3. Test booklets will be sorted and packaged, according to directions, by the Director of Curriculum and Assessment and counselors. All test materials will be stored in a secure area in the district central office while sorting for mailing, and sent for scoring as expediently as possible.
4. Upon completion, special services tests will be scored, and the test booklets will be stored in a secure location along with the other records of the student.

Sanctions Against Unfair Practices

1. The security measures outlined in this document should help prevent unfair practices. The following list is a description of unfair practices which the district considers inappropriate:
 - a. Copying any part of a standardized test booklet for any reason.
 - b. Removal of a test booklet from the secure storage area except during test administration.
 - c. Failure to return all test booklets following test administration.
 - d. Directly teaching any test item included on a standardized test by copying the item from the test verbatim or specifically coaching or supplying the exact appearance or sequence of answers.
 - e. Altering a student's responses to items on an answer sheet.
 - f. Indicating to students during testing that they have missed items and need to change them; giving students clues or answers to questions; allowing students to give each other answers to questions or to copy off each other's work; or altering test administration procedures in any other way to give students an unfair advantage.
 - g. Undue pressure or encouragement on the part of administrators for teachers to engage in any of the aforementioned inappropriate or unfair practices.
 - h. Any other practice which violates administration procedures established by the test producer and which positively or negatively affects student performance beyond normal instruction or student variance.
2. If a district staff person is suspected of engaging in any unfair practice, an immediate investigation will occur. The investigation procedures and participants will be under the Director of Curriculum and Assessment. Established due process and appeal procedures will be followed as stated in Board Policy.
3. The Board of Education may assess for a verified unfair practice, penalties which include, but are not limited to:
 - a. First Verification – written reprimand in personnel file.
 - b. Second Verification – three (3) days unpaid suspension from school.
 - c. Depending upon the nature or impact of such verified unfair practices, further actions such as long-term suspension, reassignment of personnel, termination of employment, or petition for removal of licensure might also occur.