

La Canada USD

Administrative Regulation

Student Assessment

AR 6162.5 (a)

Instruction

Evaluation Criteria for Exceptions to the Assessment Return Policy

The following are the evaluation criteria used to determine if an exception will be granted allowing for a particular assessment at grades 7-12 to not be returned to students to take home for parent review.

1. The test is well crafted.
2. The test corresponds to the material being taught, which can be evidenced by the teacher at the exception meeting.
3. The teacher can demonstrate how the test is used as a tool to inform instruction.
4. The test is revised after each administration to improve its quality as an instrument measuring students' skill acquisition or content mastery. This practice can be verified by the presentation of earlier versions of the assessment.
5. The dialogue between the principal and teacher has clearly demonstrated that best practices in using assessments as a tool to inform instruction would be negatively changed or limited if the integrity of the test was compromised by its being sent home.
6. The teacher demonstrates that releasing the test questions would limit the students' opportunities to practice how to respond in testing environments to information, prompts, and testing variables which they have never seen before. Principals will evaluate whether a meaningful component of the student learning involved in the assessment instrument is simulating the experience of responding to new information in real time and whether making the assessment public would limit the authenticity of the students' learning and assessment experience.
7. The teacher can readily substantiate how the review process with students after the test is given is thorough and enhances the teaching and learning process.
8. The teacher demonstrates the difficulty of designing multiple versions of the test content.

To request an exception a teacher must follow the following steps for each assessment:

1. Submit copies of the individual tests for which the teacher is requesting an exception.
2. Submit a written rationale stating why an exception is being requested for each test.

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3. Schedule a meeting with the principal to review the test and the exception request rationale. The meeting must be scheduled by the teacher at least two weeks prior to the planned date for administering the tests. Principals will attempt to schedule meetings within three business days of receipt of a teacher's request to meet.
4. If an exception or exceptions are granted, the teacher must schedule a follow-up meeting with the principal to review the tests' results and the teacher's plan to revise the test(s) based upon the students' results.
5. Notes from the principal/teacher discussion will be taken and included in the documentation log of exceptions.

Administrative Log

The 7/8 and 9-12 principal shall maintain a log of exceptions granted. Exceptions shall be maintained with separate page entries for individual teachers. Upon appointment, parents/guardians may review with the principal the exception page for any teacher in whose class their student is currently enrolled.

Student Feedback

It is the Board's intent that individual graded assessments will be handed out **or digitally accessible** to students and through them to parents/guardians in a timely manner for review. Teachers will communicate the means by which and timeframe within digital assessments will be accessible to their students.

Parent Notification

As required in BP 6162.5, teachers shall notify parents/guardians of students receiving a C- or below on any test not returned through students to the parents/guardians within two days of the graded test being returned to students. Notification may be through phone call, email or posting on District adopted online grading system. Meetings to review concerns with parents/guardians will be scheduled at mutual convenience during teacher contract hours.

Grading of Tests, Essays, and Other Assessments, Including Digital

Tests, essays, and other assessments, **digital or otherwise** shall be graded by teachers and reviewed by students and teachers in a timely manner. Specifically, teachers shall grade and review essays prior to collecting the next similar essay and shall grade and review tests prior to administering the next similar test in an instructional sequence or the next cumulative test in

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which the learning will be again measured. Teachers shall notify parents/guardians on a timely basis of issues or concerns identified through assessments and provide students with several days to reflect on graded tests and use them for further study. Teachers shall be available to address assessments with parents/guardians.

Administrative
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LA CANADA UNIFIED SCHOOL DISTRICT
La Canada Flintridge, California