	Assessment	Administrative Regulation #	IL
		Implemented	7/11/2001
		Reviewed/Updated	11/14/2018 05/10/2015
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Procedure Owner		Expiration/Review	Reviewed Annually

Administrative Regulation

1. Purpose

The Board of Education of Carroll County is committed to implementing and maintaining an assessment program to be used to drive the school system's planning toward achieving goals and core objectives for student achievement.

2. Scope

The assessment program is designed to collect data, measure progress, evaluate student achievement, and address each student's learning needs based on established standards. Data are collected from national, state, county, and teacher-generated assessments. This information is used to guide instructional decision-making and measure program effectiveness. The assessment program shall be subject to continuous review and improvement.

3. Prerequisites

N/A

4. Responsibilities


The following regulations govern the communication of assessment data:

1. Teachers shall return students' assessed work and tests in a timely manner in order to facilitate decisions regarding next-step learning.
2. Parents shall be kept informed of their child's progress. Classroom assessment data and copies of students' assessed work and tests shall be easily available to parents and students. When test security measures prevent teachers from distributing county-wide, state, or commercially developed test items to parents, parents shall receive a summary of their student's results. Unless prohibited by test administration guidelines, parents may arrange to view student assessed work in the school building.

5. Procedure

The following regulations govern assessment development and implementation:

1. The assessments shall assist the educational community in improving curriculum and instruction and advancing student learning.

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2. Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve.
3. Assessment standards, tasks, procedures, and uses shall be fair to all students and shall account for student accommodations and accessibility features as available.
4. Teachers shall be involved in the design, administration, scoring, and use of locally developed assessment items and tasks. Teachers shall also be involved in the selection and use of purchased assessments.
5. The Department of Curriculum and Instructional Resources shall maintain procedures for the administration of county-wide assessments.
6. Staff responsible for the development or selection of assessments shall develop and distribute guidelines for the administration, data collection, and score reporting for all locally developed county-wide assessments.
7. Staff members shall adhere to the guidelines for the administration of assessments, maintain the security of test materials, demonstrate proper behavior related to testing, and cooperate in the reporting and investigation of any violations related to testing.
8. Teachers are required to administer all local assessments appropriate to the course and grade or content taught within the designated testing window and report all assessment scores accurately by the designated deadline.
9. In accordance with the Administrative Regulations for Board Policy ACD – Religious Observations, school officials shall avoid scheduling major examinations and other major events on religious holidays or when made aware of anticipated high absenteeism on these days.

6. Reports

Section 7-203.3, Education Article, Annotated Code of Maryland; Board Policy IL-Assessment