

**CLOVIS UNIFIED  
SCHOOL DISTRICT****INSTRUCTION**

Instructional System

**STUDENT ASSESSMENT**

**PURPOSE:** To provide guidelines for the use and review of tests by the District.

The Board believes evaluation by tests of student aptitudes, abilities, and achievements are a vital tool for increasing the effectiveness of the educational program for each student. To obtain the most accurate evaluation of student performance, the District shall use a variety of measures, including District, state, and/or national assessments.

The Board shall employ only those testing programs which:

- a. Serve to diagnose the strengths and weaknesses of each student so that he/she may be provided with the best educational program; and
- b. Give indication to the Board of the strengths and weaknesses of the District's educational programs.

The Superintendent or designee shall develop procedures for a comprehensive testing program which shall include the following:

- a. The annual development and distribution by the Superintendent or designee of a comprehensive testing calendar.
- b. Data regarding individual test scores shall be entered on the student's cumulative record, subject to board policies and applicable laws regarding student records.
- c. Parents shall be informed of the District's testing program and of special tests administered to their children and the results.
- d. The testing program shall be evaluated annually.
- e. The staff shall be aware of and willing to implement methods for testing which will better serve the needs of the students and the District.
- f. A list of the tests to be administered to students and the corresponding assessment calendar will be presented to the Board annually.
- g. The results of each school-wide, program-wide and District-wide test shall be made part of the public record and, as appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

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- h. The tests will be administered in accordance with law and test publisher's directions, and that test administration procedures will be fair and equitable for all students.
- i. The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.
- j. When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

A critical component of the District's testing program will be the administration of mandated State assessments, e.g. CAASPP. The District will abide by all mandates and directives provided by the State regarding the administration and interpretation of State test and test data.

**A. Interim and Formative Assessments**

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

**B. Individual Record of Accomplishment**

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment. (Education Code 60607)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

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The Superintendent or designee shall administer mandatory student assessments within the California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with board policy and administrative regulation. The Superintendent or designee shall notify students and parents/guardians about the importance of these assessments and shall develop strategies to encourage student participation. Students shall be exempted from participation only in accordance with law and the administrative regulation.

The Board shall annually examine state assessment results by school, grade level, and student subgroup as one measure of the District's progress in attaining its student achievement goals and shall revise the local control and accountability plan and other District or school plans as necessary to improve student achievement for underperforming student groups.

**D. Test Integrity/Test Preparation**

The Board desires to protect the integrity of student assessments to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

In administering standardized tests, staff shall not engage in any acts that could result in the invalidation of test results.

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system.

The primary preparation for assessments shall be high-quality instruction in the content specified in state and District academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, board policy, and administrative regulations.

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If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

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Amended: 05/13/1992, 07/19/2006, 03/23/2011, 11/18/2020 (BP 7501 renumbered as BP 6162.5)

**EDUCATION CODE**

313 Assessment of English language development

10600-10610 California Education Information System

44660-44665 Evaluation and assessment of performance of certificated employees (Stull Act)

49076 Student records; access

49558 Free and reduced-price meals; use of individual applications and records

51041 Evaluation of educational program

51450-51455 Golden State Seal Merit Diploma

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

56345 Individualized education program contents

60600-60649 Assessment of academic achievement, especially:

60611 Inappropriate test preparation

60640-60649 California Assessment of Student Performance and Progress

60660-60663 Electronic learning assessment resources

60800 Physical fitness testing

60900 California Longitudinal Pupil Achievement Data System

99300-99301 Early Assessment Program

**GOVERNMENT CODE**

54957 Complaints against employees, closed session

**CODE OF REGULATIONS, TITLE 5**

850-864 California Assessment of Student Performance and Progress

1021, et seq. Achievement Testing Programs

**UNITED STATES CODE, TITLE 20**

1412 Participation of students with disabilities in state assessments

6311 Adequate yearly progress

9622 National Assessment of Educational Progress

**CODE OF FEDERAL REGULATIONS, TITLE 34**

200.1 Standards and assessments

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