

Santa Rosa County School District

Guidelines for Selection, Development, Administration, and Scoring of Local Assessments to determine Mastery of State Standards

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State of Florida Requirements for Local Assessments

Florida State Statutes, 1008.22, Subsection (6)

(6) LOCAL ASSESSMENT OF STUDENT PERFORMANCE ON STATE STANDARDS.—

- (a) Measurement of student performance is the responsibility of school districts except in those subjects and grade levels measured under the statewide, standardized assessment program described in this section. When available, instructional personnel must be provided with information on student achievement of standards and benchmarks in order to improve instruction.
- (b) The Commissioner of Education shall assist and support districts in measuring student performance on the state standards by maintaining a statewide item bank, facilitating the sharing of developed tests or test items among school districts, and providing technical assistance in best assessment practices. The commissioner may discontinue the item bank if he or she determines that district participation is insufficient for its sustainability

The Santa Rosa County School District will measure student performance on state standards for those subjects and grade levels not measured under the statewide, standardized assessment program as detailed in this guidelines document.

Selection of Local Assessments

Working in conjunction with the Santa Rosa Professional Educators (SRPE) Association, the district will categorize all subjects not assessed by a state assessment. All subjects within a given category will be assessed as indicated. Using Course codes, subjects not measured by state assessments will be categorized into the following categories:

- National Assessment
- Dual Enrollment Assessment (courses taught on SRCSD campus only)
- Semester Exams

National Assessment

Students enrolled in these courses will be assessed using the appropriate national test. Our courses with national assessments include Advanced Placement (AP) and the Advanced International Certificate of Education (AICE) courses. If our district adds International Baccalaureate (IB) in the future, the IB courses would be included in this category.

Dual Enrollment Assessment

Students enrolled in Dual Enrollment courses being taught on any district High School campus by a district instructor will be given a final assessment in accordance with the current articulation agreement and policies of the college pertaining to final examinations.

Semester Exams

Students enrolled in courses in content areas not already mentioned will be assessed using Local End of Course assessments. The exams will be selected by the teacher of the course.

Development of Local Assessments

Working in conjunction with the Santa Rosa Professional Educators (SRPE) Association, the district will use curriculum coordinators, grade level directors, and teacher representatives to design a blueprint for each assessment needed. The blueprint will include a list of the Florida Standards to be assessed each semester and the format for the assessment.

National Assessment

No assessment development needed. An appropriate rubric will be developed to determine a student performance score (Highly Effective, Effective, Developing/Needs Improvement, Unsatisfactory) for the instructor to be used in their annual evaluation.

Dual Enrollment Assessment

No assessment development needed. An appropriate rubric will be developed to determine a student performance score (Highly Effective, Effective, Developing/Needs Improvement, Unsatisfactory) for the instructor to be used in their annual evaluation.

Semester Exams

Semester Exams will be developed by the teacher of each course. The length, content assessed, and format of the exam is at the discretion of the teacher. A copy of the exam must be submitted to the school principal or designee each semester. All semester exams will be reviewed for validity each semester by the school principal or designee.

Administration of Local Assessments

The selected local assessments will be administered as follows:

National Assessment

These assessments will be administered annually as set forth by the national testing agency and in accordance with its policies. Policies for testing security will be set forth in a district Local Assessment Test Security Agreement (appendix A) to be signed annually by all employees administering these assessments.

Dual Enrollment Assessment

These assessments will be administered at the end of each semester course in accordance with the policies of the post-secondary institution awarding the credit. Policies for testing security will be set forth in a district Local Assessment Test Security Agreement (appendix A) to be signed annually by all employees administering these assessments.

Semester Exams

These exams will be administered by the teacher at the end of each semester in accordance with the schedule established by the district calendar. Any deviation from the dates published in the district calendar must be approved by the grade level director. Policies for testing security will be set forth in a district Local Assessment Test Security Agreement (appendix A) to be signed annually by all employees administering these assessments.

Scoring of Local Assessments

National Assessment

These assessments will be scored by the national testing agency.

Dual Enrollment Assessment

These assessments will be scored by the course instructor and verified by the school principal or designee.

Semester Exams

Scoring of semester exams will be done by the teacher of each course. This scoring may be done by hand, electronically, or any combination of the two.

Results of Local Assessments

National Assessment

The national testing agency will return the assessment results to the district in accordance with the timelines set forth by the agency. When the results are received, they will be entered into an electronic database by personnel other than the course instructor and the data entry will be verified by the school principal or designee. The results will be applied to the appropriate rubric to determine a student performance score (Highly Effective, Effective, Developing/Needs Improvement, Unsatisfactory) for the instructor to be used in their annual evaluation.

Dual Enrollment Assessment

These assessment results will be entered into an electronic database by personnel other than the course instructor and the data entry will be verified by the school principal or designee. The results will be applied to the appropriate rubric to determine a student performance score (Highly Effective, Effective, Developing/Needs Improvement, Unsatisfactory) for the instructor to be used in their annual evaluation.

Semester Exams

These exam results will be entered into an electronic gradebook by the teacher. The results will be applied to the appropriate rubric to determine a student performance score (Highly Effective, Effective, Developing/Needs Improvement, Unsatisfactory) for the instructor to be used in their annual evaluation.

Appendix A-Local Assessment Security Agreement

Local Assessment Security Agreement

Florida Department of Education (FDOE) Assessments include the new Florida Standards Assessment (FSA) English Language Arts Tests grades 3-11 and the Math Tests grades 3-8, End of Course Exams in Civics, Algebra 1, Algebra II, Biology, Geometry, and US History

This agreement is to make all employees aware of district expectations for local assessment security. Because of the various forms of local assessments, all of the rules delineated below may not be applicable. However, the intent of test security, as specified below, shall be maintained.

Florida Test Security Statute 1008.24 states:

1. It is unlawful for anyone to knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education to students...or administered by school districts pursuant to s. 1008.22, or, with respect to any such tests, knowingly and willfully to:

- a) Give examinees access to test questions prior to testing;**
- b) Copy, reproduce, or use any manner inconsistent with test security rules all or any portion of any secure test booklet;**
- c) Coach examinees during testing or alter or interfere with examinees' responses in any way;**
- d) Make answer keys available to examinees;**
- e) Fail to follow security rules for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;**
- f) Fail to follow test administration directions specified in the test administration manuals**; or**
- g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section**

Local Assessment Security agreement:

1. Local Assessment administrators and/or those with site admin privileges will not share the Assessment or Assessment questions with students prior to the administration date.
2. Local Assessment results entered into the gradebook will be an accurate reflection of student performance.
3. For Local assessments, the school principal or designee will monitor the administration of all re-takes. Re-take security will be the same as indicated above in numbers 1, 2, and 3.

I have read the above security items relative to Local End of Course Assessments for grades PreK-12. I agree to follow each of the above security items relative to all Assessments used for evaluation purposes. I understand that failure to abide by any item above would be a violation of the State Code of Ethics and could result in discipline up to and including termination.

Print Name _____ Date _____

Signature _____ School _____