

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 ASSESSMENTS—~~

~~(a) Measurement of student performance in all subjects and grade levels, except those subjects and grade levels measured under the statewide, standardized assessment program described in this section, is the responsibility of the school districts.~~

~~(b) Except for those subjects and grade levels measured under the statewide, standardized assessment program, beginning with the 2014-2015 school year, each school district shall administer for each course offered in the district a local assessment that measures student mastery of course content, at the necessary level of rigor for the course. As adopted pursuant to State Board of Education rule, course content is set forth in the state standards required by s. 1003.41 and in the course description. Local assessments may include:~~

- ~~1. Statewide assessments.~~
- ~~2. Other standardized assessments, including nationally recognized standardized assessments.~~
- ~~3. Industry certification assessments.~~
- ~~4. District developed or district selected end-of-course assessments.~~
- ~~5. Teacher selected or principal selected assessments.~~

~~(c) Each district school board must adopt policies for selection, development, administration, and scoring of local assessments and for collection of assessment results. Local assessments implemented under subparagraphs (b) 4. and 5. may include a variety of assessment formats, including, but not limited to, project-based assessments, adjudicated performances, and practical application assignments. For all English Language Arts, mathematics, science, and social studies courses offered in the district that are used to meet graduation requirements under s. 1002.3105, s. 1003.4281, or s. 1003.4282 and that are not otherwise assessed by statewide, standardized assessments, the district school board must select the assessments described in subparagraphs (b)1.-4.~~

~~(d) The Commissioner of Education shall identify methods to assist and support districts in the development and acquisition of assessments required under this subsection. Methods may include developing item banks, facilitating the sharing of developed tests among school~~

~~districts, acquiring assessments from state and national curriculum area organizations, and providing technical assistance in best professional practices of test development based upon state adopted curriculum standards, administration, and security.~~

~~(c) Each school district shall establish schedules for the administration of any district mandated assessment and approve the schedules as an agenda item at a district school board meeting. The school district shall publish the testing schedules on its website, clearly specifying the district mandated assessments, and report the schedules to the Department of Education by October 1 of each year.~~

(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)
- ~~Local End of Course (EOC) Assessment~~ 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.

~~Local End of Course Assessments~~

Semester Exams

Students enrolled in courses in content areas not already mentioned will be assessed using Local End of Course assessments. ~~For hard to measure subjects, Local End of Course performance task lists may be used in lieu of exams if approved by the Assistant Superintendent for Curriculum, Instruction, and Assessment.~~ The Local End of Course assessments 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.

Local End of Course Assessments

Semester Exams

These ~~assessments~~ exams will be administered ~~near the end of each course~~ 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. ~~The assessments will not be made available to the instructor until the day of the assessment and will be collected immediately upon completion of the assessment.~~ 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.

Local End of Course Assessment

~~If the Local End of Course assessment utilizes the IBTP and is administered electronically, the assessment will be scored electronically by the IBTP with results made available to the school principal or their designee. If the assessment utilizes IBTP but is administered via scanning sheets, the scanner will have the capability of building an electronic file directly from the scanner for each assessment. If the assessment utilizes IBTP but is administered using electronic response systems, the results will be directly uploaded to a digital file for each assessment. If the assessment utilizes IBTP but is administered via paper and pencil, the assessment will be scored by the course instructor and the scoring will be verified by the principal or designee prior to results being entered into an electronic data base. If the assessment is administered using any other method not utilizing the IBTP, the assessment will be scored by the course instructor and the scoring will be verified by the principal or designee prior to results being entered into an electronic data base. In the case where a performance task list is used for the Local End of Course assessment, the student task performance will be 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.

Local End of Course Assessments

Semester Exams

These ~~assessment~~ exam results will be entered into an electronic ~~database~~ gradebook by the teacher. ~~and the data will be verified prior to final evaluation calculation.~~ 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

~~End-of-Course~~ 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 ~~End-of-Course~~ Assessment Security agreement:

1. Local ~~End-of-Course~~ Assessment administrators and/or those with site admin privileges will not share the Assessment or Assessment questions with ~~anyone~~ students prior to the administration date.
2. Teachers will not preview the Local End of Course Assessment prior to its administration.
- ~~3. Local End of Course Assessment scoring will not reflect any adjustments made after the student responses are collected, or after assessment scoring has been completed. (i.e. No Curve Applied) This will be verified by the principal or designee. results entered into the gradebook will be an accurate reflection of student performance.~~
- ~~4. Local End of Course Assessment results will be entered into an electronic data base as instructed. This will be verified by the principal or designee.~~
5. For Local ~~End-of-Course~~ 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 _____