

Adopted: _____

Revised: _____

**NORTH METRO FLEX ACADEMY POLICY NO. 6.10:
TESTING POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of this policy is to set forth the testing plan and procedure of North Metro Flex Academy (NMFA).

II. POLICY STATEMENT.

The policy of NMFA is to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

III. DUTIES OF NMFA TEST ADMINISTRATOR

A. NMFA Test Plan and Administrator. Terri Privette shall be responsible for preparing and presenting annually to NMFA Board for approval, and overseeing the publishing of, the basic requirements test administration plan. The NMFA Test Administrator shall file the NMFA Test plan with the Minnesota Department of Education (MDE) and make it available to NMFA families via NMFA website by **October 15 of each year**. The plan shall include, at a minimum, the following:

1. The graduation requirements;
2. The number of opportunities a student shall have to retake GRAD reading, writing, and mathematics tests;
3. The opportunities for remediation for a student who has not passed GRAD tests;
4. The process for requesting an additional testing opportunity and/or accommodations for a senior who has met all other graduation requirements but has not passed one or more GRAD tests;
5. The process for appealing NMFA response to requests in item 3 and
6. The method to report breaches in test security procedures to NMFA and MDE.

IV. TEST SECURITY

A. Security requirements for basic tests.

When administering tests for the basic requirements, NMFA shall observe the following test security measures in addition to any requirements imposed by MDE:

1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
2. The tests, testing materials, and answer sheets are nonpublic data under the Minnesota Government Data Practices Act (MGDPA);
3. No copies of test booklets or answer sheets shall be made.

B. Security Requirements for GRAD.

When administering a graduation-required assessment for diploma (GRAD), NMFA must observe the following test security measures:

1. All test materials must be secured, either physically or electronically, before and after the test administration;
2. All testing materials are nonpublic data under the Minnesota Government Data Practices Act; and
3. A student is required to present valid photo identification before being admitted to the testing site if: (a) the student is not enrolled in the testing district; or (b) the student is unknown to the test proctor.

C. Reporting breaches of test security.

The NMFA Test Administrator or another individual designated by the NMFA Board must report any known violations of test security to MDE.

D. Consequences of violating test security.

The consequences of a violation of test security may include:

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. Other reasonable sanctions that is necessary to preserve the security and confidentiality of future tests and test administrations.

V. NMFA REPORTING TO MDE AND THE PUBLIC

A. Reports.

The NMFA Administration shall prepare a report for the NMFA Board and the MDE that contains the following information:

1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. The number of students at each grade level 9 through 12 passing each basic requirement at the state standard level;
3. The number of students at each grade level 9 through 12 passing each basic requirement at an individualized level under an IEP or a Section 504 accommodation plan;
4. The number of students at each grade level 9 through 12 passing tests in each basic requirement with tests that have been translated into a language other than English;
5. The number of students at each grade level 9 through 12 exempt from testing in each basic requirement; and
6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic requirement when all other graduation requirements have been met.

B. Dissemination of Report.

The Administration shall provide the report containing the information specified above to the NMFA Board and to MDE October 15 of each academic year. In addition, the Administration on behalf of the NMFA Board shall prepare and disseminate by October 15 of each academic year a public report of the information specified above through the official newspaper or through publications sent to all NMFA families. The reports required above shall include the following information unless the number of students in the category would lead to individual student identification:

1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. The number of students at each grade level 9 through 12 passing each basic requirement at the state standard level;
3. The number of students at each grade level 9 through 12 passing each basic requirement at an individualized level under an IEP or a Section 504 accommodation plan;
4. The number of students at each grade level 9 through 12 passing tests in each basic requirement with tests that have been translated into a language other than English;

5. The number of students at each grade level 9 through 12 exempt from testing in each basic requirement; and
6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic requirement when all other graduation requirements have been met.

VI. REQUIRED DOCUMENTATION FOR TESTING PLAN & PROCEDURES AUDIT

A. Records required to be maintained.

The NMFA Administration shall maintain records necessary for program audits conducted by MDE. The records include but are not limited to the following documentation:

1. Required notifications to parents and students;
2. NMFA's process for additional testing;
3. Test security procedures;
4. NMFA's decisions and processes regarding testing accommodations, modifications, and granting exemptions;
5. Remediation plans for students;
6. Test administration plans;
7. The documentation for students granted accommodations or exemptions;
8. The assessments and documentation of performance for students granted modifications;
9. NMFA's process for testing considerations for limited English proficiency students.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

A. Written Notice.

The NMFA Administration shall establish and maintain a system to provide written notice to parents and students about graduation requirements.

B. Notice of Graduation Requirements.

1. No later than thirty (30) working days after the date of the entrance into grade 9 or transfer of a student into NMFA during or after grade 9, NMFA shall provide to the parents and the student written notice of:
 - a. The graduation requirements; and
 - b. The grade in which the student shall have the first opportunity to take State required tests.
2. The NMFA Administration shall provide parents and students with annual written notice of the grade in which the student will have the first opportunity to take a GRAD. The NMFA Administration shall provide written notice to parents and students of GRAD results no later than sixty (60) days after receives the results of a GRAD. After the date of receiving test results, students must have a minimum of six (6) weeks for remediation before the next testing opportunity.

C. Notice of Test Results and Remediation Opportunities.

As soon as permitted by the Minnesota Department of Education, NMFA shall provide test results to parents in a timely manner no later than ninety (90) days after a student takes a test of basic requirements, written notice to the parents and the student of:

1. Basic requirements test results; and
2. Consistent with Minn. Rules if the student is in the graduating year:
 - a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and
 - b. The process by which a parent or student can appeal NMFA decision if additional testing or testing accommodation is denied.

D. Notice Pertaining to Adequate Yearly Progress.

If NMFA is proposed for identification for school improvement, for corrective action, or for restructuring by MDE, NMFA Administration shall provide to parents of students in NMFA sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal MDE's proposal.

VIII. STUDENT RECORD KEEPING

A. Test Results. NMFA Administration shall keep a record on each student that includes:

1. The State-required tests taken and
2. The results of the most recent basic requirements tests.

B. Student Progress.

Individual student progress shall be reported on a student record as described below.

1. “Pass-state level” shall be noted on the record of a student who passes a basic requirement test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.
2. “Pass-individual level” shall be noted on the record of a student who passes a basic requirement test with a modification established in the IEP or Section 504 accommodation plan in accordance with applicable Minnesota rules.
3. “Pass-translation” shall be noted on the record of a student who passes a basic requirement test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.
4. “Exempt” shall be noted on the record of a student who has been exempted from a basic requirement test.
5. “Pass” or “p” must be noted on the record of a student who passes a GRAD under standard conditions or with an accommodation.
6. “Pass” or “p” must also be noted on the record of a student who passes a GRAD with a modification established in the IEP or Section 504 accommodation plan in accordance with Minnesota rules. This notation is also used as a GRAD notation for any other modified or alternate assessment used for accountability purposes for students with disabilities. The records for students passing with an accommodation or a modification or who pass an alternate assessment must not differ from the records of students passing the test under standard conditions.

Legal References: Minn. Stat. § 124E.03 subd. 2(b)

Minn. Stat. § 120B.30.