

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** AFA, ILA-EA

**Responsible Office:** Deputy Superintendent for Instruction  
Associate Superintendent for Instruction and Program Development  
Department of Educational Accountability

### Systemwide and School-based Testing

#### I. PURPOSE

To establish the purposes of and responsibilities for systemwide and school-based testing programs and departmental and systemwide end-of-course examinations

#### II. SYSTEMWIDE TESTING PROGRAM

##### A. Purposes

The systemwide testing program provides school system personnel and the public with information about the level of content development and the degree of academic achievement of groups of students. It also provides estimates of skill development and academic achievement for individual students. The testing program produces data which schools can use in more effectively meeting student needs.

##### B. Responsibilities

###### 1. Department of Educational Accountability

The director of the Department of Educational Accountability (DEA) is responsible for managing the systemwide testing program. Specific DEA responsibilities include:

- a) Preparing the annual testing schedule, submitting it to the deputy superintendent for instruction for approval, and distributing copies of the approved schedule to schools

- b) Ensuring that no part of any test used for systemwide testing is copied, and providing storage security within the DEA office or other designated area(s) for all answer keys, answer documents, and tests when they are not being used in the systemwide testing sessions
- c) Providing schools with copies of the administrative instructions and the necessary testing materials and conducting in-service sessions on administration of the tests to ensure that test administration activities are carried out according to procedures prescribed by the Maryland State Department of Education (MDSE), as well as those which are generally accepted test administration procedures
- d) Assuring that test data is processed and the results are reported to the Board of Education and schools in a user-friendly format
- e) Assisting central office and school staff in interpretation of test data

2. Office for Instruction and Program Development

OIPD has the following responsibilities for systemwide testing:

- a) Working with DEA to design the systemwide testing program to ensure appropriate curricular alignment
- b) Working with DEA to develop or select the instruments for systemwide testing
- c) Developing administration guidelines with DEA
- d) Training school staffs on the expectations of the systemwide testing program
- e) Working with DEA to facilitate scoring of non-multiple choice instruments

3. Local School

Each principal is responsible for all school-level activities related to systemwide testing. Specific responsibilities of principals include:

- a) Ensuring that systemwide test administration activities within the school are carried out according to procedures prescribed by MSDE and DEA
- b) Storing tests, while they are in the school, in a secure place from which they are removed only for test administration and ensuring that no part of a test is copied
- c) Informing staff that only those students who are formally taking the test are allowed in a room when the test is being administered and determining that this procedure is followed
- d) Ensuring that test administrators do not provide answers to students or alter student responses
- e) Providing opportunity for discussion of school test results with school staff as well as with parents/ legal guardians
- f) Incorporating individual student test results into each student's permanent record file
- g) Distributing the individual test scores of each student to his/her parents/legal guardians
- h) Making individual student test data available only to the student, the parents/legal guardians of the student, the teacher(s), principal, counselor, area staff, and other professional personnel with specific responsibility for helping the student
- i) Assuring that test results are never the only source of information used to make decisions about instructional programs for individual students or groups
- j) Providing accommodations for students with special needs
- k) Analyzing school results in terms of instructional implications and implementing necessary changes

**III. DEPARTMENTAL AND/OR SYSTEMWIDE END-OF-COURSE TESTING****A. Purpose**

End-of-course examinations are administered to determine the extent to which each student has achieved the objectives for the course. Grades on end-of-course examinations constitute a part of the student's final course grade.

**B. Responsibilities****1. Department of Academic Programs**

The Department of Academic Programs is responsible for:

- a) Providing individual schools with a set of guidelines for test security of countywide end-of-course examinations
- b) Providing assistance in curriculum interpretation, test development, and interpretation of test data

**2. Local School**

Each principal is responsible for all school-level activities related to end-of-course examinations. Specific responsibilities of principals include:

- a) Ensuring that test security and administration activities within the school are carried out according to established MCPS guidelines for end-of-course testing
- b) Storing tests, while they are in the school, in a secure place from which they are to be removed only for test administration
- c) Scheduling end-of-course examinations in compliance with established MCPS guidelines
- d) Accountability for each department's examination aligning with specific curricula
- e) Analyzing disaggregated data for each exam by course, discipline, and grade levels

- f) Analyzing exam results for curricular and instructional impact
- g) Educating parents and the greater community in the purposes and outcomes of testing

*Administrative Regulation History:* Formerly Regulation No. 340-3, August 20, 1980, revised January, 1984, revised December 1986; revised September 22, 1994.