

Adopted: 8-8-17

Revised: _____

LAFAYETTE CHARTER SCHOOL 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 Lafayette Charter School.

II. POLICY STATEMENT.

The policy of Lafayette Charter School 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 LAFAYETTE CHARTER SCHOOL TEST ADMINISTRATOR

A. Lafayette Charter School Test Plan and Administrator.

The Lead Teacher shall be responsible for preparing and presenting annually to Lafayette Charter School Board for approval, and overseeing the publishing of, the basic requirements test administration plan. The Lafayette Charter School Test Administrator shall file the Lafayette Charter School Test plan with the Minnesota Department of Education (MDE) and make it available to Lafayette Charter School families via Lafayette Charter School website by October 15 of each year.

IV. TEST SECURITY

A. Security requirements for basic tests.

When administering tests for the basic requirements, Lafayette Charter School 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);

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.

3. No copies of test booklets or answer sheets shall be made.
- B. Reporting breaches of test security.

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

- C. 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. REQUIRED DOCUMENTATION FOR TESTING PLAN & PROCEDURES AUDIT

- A. Records required to be maintained.

The Lafayette Charter School 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. Lafayette Charter School's process for additional testing;
3. Test security procedures;
4. Lafayette Charter School'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;

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9. Lafayette Charter School's process for testing considerations for limited English proficiency students.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

A. Notice Pertaining to Adequate Yearly Progress.

If Lafayette Charter School is proposed for identification for school improvement, for corrective action, or for restructuring by MDE, Lafayette Charter School Administration shall provide to parents of students in Lafayette Charter School 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.

Lafayette Charter School Administration shall keep a record on each student that includes:

1. The State-required tests taken

Legal References: Minn. Stat. § 124E.03 subd. 2(b)
Minn. Stat. § 120B.30.

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