

PROCEDURE 614 – COMPLIANCE WITH STATE TESTS REQUIRED FOR GRADUATION

I. GENERAL STATEMENT

The Department of Research, Assessment and Accountability will be responsible for overseeing the administration plan for state tests required for graduation. The plan is to include the following:

- A. The graduation requirements;
- B. The state tests required for graduation that the District is required to use;
- C. The opportunities for remediation for a student who has not passed the state tests required for graduation;
- D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more state required tests;
- E. The method to report breaches in test security procedures to the District and the Minnesota Department of Education; and
- F. Procedures for meeting the needs of ELL students, students who require an IEP, or students who require Section 504 accommodations.

II. TEST SECURITY

A. Security Requirements

When administering state tests required for graduation, the District will observe the following security measures:

1. All test booklets, answer sheets, and test materials will be placed in locked storage before and after the test administration. The tests, testing material, and answer sheets are nonpublic data under M.S. 13.34. No copies of test booklets or answer sheets will be made; and
2. The District will report any violations of test security to the Minnesota Department of Education. The Minnesota Department of Education will receive reports of violations of test security from anyone with knowledge of such an incident.

B. Security Violations

The Department of Research, Assessment and Accountability will investigate any reported incidents of breaches in 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 are necessary to preserve the security and confidentiality of future tests and test administrations.

III. DISTRICT REPORTING TO THE MINNESOTA DEPARTMENT OF EDUCATION AND THE PUBLIC

The District will report information as required by and in the format specified by the Minnesota Department of Education.

IV. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The District will maintain records necessary and specified by rule for program audits conducted by the Minnesota Department of Education.

V. NOTIFICATION

- A. **Written Notice**
The District will establish and maintain a system to provide written notice to parents and students regarding graduation requirements.
- B. **Notice of Graduation Requirements**
The District will provide parents and students written notice of:
 - 1. The graduation requirements; and
 - 2. The grade in which the student will have the first opportunity to take a state test required for graduation.
- C. **Notice of Test Results and Remediation Opportunities**
After receiving scores from the State, the District, in a timely fashion, will provide, written notice to the parents and the student of:
 - 1. Test results; and
 - 2. Consistent with MN Rules, part 3501.0050, subpart 3, if the student is in the graduating year:
 - a. The process by which a parent or student can access additional testing and testing accommodations after April 1; and
 - b. The process by which a parent or student can appeal the District's decision if additional testing or testing accommodation is denied.

VI. STUDENT RECORDKEEPING

- A. **Test Results.** The District will keep a record on each student that includes the results of state tests required for graduation.
- B. **Student Progress.** Individual student progress will be reported on a student record in the format and manner prescribed by the State.

Procedure Revised: 1/15/19
Procedure Revised: 12/4/07
Procedure Revised: 10/3/00
Procedure Dated: 6/2/98

Legal References: MN Rule Parts 3501.0060 to 3501.0080; 3501.0120; 3501.0130; 3501.0050; 3501.0150; 3501.0090; 3501.0100, 3501.0110; 3501.0140 Subpart 2, 3501.0040, Subpart 2, item c; 3501.0050, Subpart 3. M.S. 13.34

Notification Statement:

School Board
INDEPENDENT DISTRICT 279
Maple Grove, Minnesota