University Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in December	**Testing Programs**	**4.700**	**June 2025**
		Rescinds: **311**	Issued:

State-mandated student testing programs shall be undertaken in accordance with procedures published by the Tennessee Department of Education. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians. Other tests may be administered as necessary as determined and approved by the school or as requested by students, teachers or parents when approved by the director. Results of all group tests shall be recorded on the student's permanent record and shall be made available to parents and appropriate personnel in accordance with established procedures.

Secure tests, including all test materials and test questions, are not to be reproduced in any manner. Secure tests shall not be filed, copied, or used directly in instructional activities. Copying, reproducing, or paraphrasing test materials represent a breach of test security. School personnel and proctors are not to disclose the contents of secure tests with each other or with students. In addition, excerpts from the tests must not be used at any time during classroom instruction or in resource materials such as study guides. Access to the test shall be limited to school personnel who have a legitimate need. Persons who have access to secure test materials shall not use their access to testing materials for personal gain.

Required assessments; weighting state assessments

Required Assessments: Students shall take a series of assessments to provide the state with information about the school's performance overall, as well as to the school to help educators diagnose student progress and develop interventions to improve student achievement. The results of such assessments shall be analyzed, reported, and discussed to determine next steps to facilitate student learning. The specific list of assessments may change from time to time; state requirements are outlined here:

https://www.tn.gov/education/assessment/testing-overview.html

Testing Information and Parental Consent. No later than July 31st of each year, University Schools shall publish on their website information related to state and district mandated tests that will be administered during the school year. The information shall include:

(1) The name of the test;

(2) The purpose and use of the test;

(3) The grade or class in which the test will be administered;

(4) The tentative date or dates that the test will be administered;

(5) The time and manner in which parents and students will be notified of the results of the test;

(6) How parents can access the questions and answers on their student's state-required tests; and

(7) If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

Weighing State Assessments: Except for situations where the Tennessee General Assembly has specifically provided the right to opt-out, such as the family life curriculum, parents and/or students may not opt-out of state mandated content or instructional programs, including assessments. *State assessment as percentage of final student grade*: By law, student scores on the TCAP tests will comprise 15% of the student's final grade for the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies (TCA 49-1-617).

University Schools shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in each instructional area;
6. Assist in the screening of students with learning difficulties;[1]
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.[2]

The Vice ProvostDirector of Schools shall be responsible for planning and implementing the program which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provisions for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with guidelines published by the State Department of Education.[3]

WEIGHTING TCAP SCORES

TNReady[4] and EOC[5] scores shall be included in students' final grades as follows:

1. Grades 3-5 –15%
2. Grades 6-8 –15%
3. Grades 9-12 –15%

University Schools shall use the target grade methodology as prescribed by the State Department of Education .

The Vice Provost/Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course.[4,5]

INTEREST INVENTORIES AND CAREER ASSESSMENTS[6]

Interest inventories shall be made available to middle schoolers and 9th graders These will include assessments such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

Career aptitude assessments shall be administered to 7th and/or 8th graders as appropriate in order to inform the student's high school plan of study. Upon receiving the results from these assessments, the school shall provide students with information on any available career and technical education opportunities in which the student is eligible to participate in.

TESTING INFORMATION AND PARENTAL CONSENT

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the district without first obtaining written consent of the parent(s)/guardian(s).[2]

Results of all group tests shall be recorded on students' permanent records and shall be made available to appropriate personnel in accordance with established board policies.[7]

No later than July 31st of each year, University Schools shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include:[8]

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results of the test;
6. How parent(s)/guardian(s) can access the questions and answers on their student's state-required tests; and
7. If a board mandated test, how the test complements and enhances student instruction and learning and how it serves a purpose distinct from state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parent(s)/guardian(s) on an annual basis.

TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT[9]

Students transferring from a Category IV church-related school, Category V private school, or home school shall be awarded credit upon completion of a written exam. These exams shall be approved, administered, and graded by the school's Director/designee. Upon request from a parent/guardian, student scores from a nationally standardized achievement test in the relevant subject shall be accepted as a substitute for these exams.

For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For students in grades nine through twelve (9-12), the exam shall only cover the last course completed by the student (for example, if a student has completed English I, II, and III, the examination shall only cover English III).

The school Director shall provide notice to parent(s)/guardian(s) of these exams.

HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES[10]

A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the student is not enrolled but attains a qualifying score on the eligible course's credit exam. The qualifying scores for these exams shall be presented to the Board at the Summer quarterly meeting.

The Chief Academic Officer shall be responsible for determining which eligible courses will have a credit exam and shall provide high school students each semester the opportunity to take a credit exam for an eligible course offered. Each eligible course's credit exam shall be administered to any student seeking course credit during the first two weeks of the school year as determined by the Director. Before taking a credit exam, the student shall be notified of the qualifying score needed to receive credit for the eligible course and the grade that will be included in his/her overall grade point average if the student achieves a qualifying score on the credit exam. A student may only take a credit exam once.

A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to the student's graduation requirements and be included in the student's overall grade point average.

The Chief Academic Officer shall provide information on these exams to the Department of Education at the end of the school year per state law.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232g
3. TRR/MS 0520-01-03-.03(10)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. TRR/MS 0520-07-01-.03(3)
10. TCA 49-6-6017 ; State Board of Education Policy 2.103