



## GreenWood Charter School

**Policy Number:**

**Policy Section: 200 - Student Services**

**Policy Title: Standardized Test Policy**

### Revision History

Effective Date	Action Date	Revised
	<b>New Policy</b>	

### Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff Policies 400 series
- Business and Operation Policies 500 series
- Community 600 series

GreenWood Charter School will administer all state mandated tests. All students will participate except those whose parents choose to not have them take the test in accordance with state law (U.S.C 53A151501[2][c]).

Educators will take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude or basic skill of each individual student taking the standardized test. Testing administrators will abide by all state testing guidelines and

accommodations required under IDEA, (20 U.S.C., 1400), 504, (29 U.S.C. 794), and Individual Education Plans.

At least once a year GreenWood Charter School will provide professional development for all teachers and any other standardized test administrators concerning guidelines and procedures for test administration, including teacher responsibility for test security and proper professional practices. USOE Testing Ethics Policy will be used in providing this training. Each and every test administrator/proctor shall individually sign a Testing Ethics signature page provided by the USOE.

All teachers and test administrators shall conduct test preparation, test administration, provide test results and the return of all protected test materials in strict accordance with the procedures and guidelines specified during the professional development training provided by GreenWood Charter School administration. Confidentiality of tests, testing materials and answers shall be maintained by all staff members.