

**TESFA INTERNATIONAL SCHOOL
STATE TESTING (614)**

I. PURPOSE

The purpose of this policy is to set forth Tesfa International School's state testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of Tesfa International School is to implement procedures for state testing, test security, reporting, documentation, notification to students and parents, and student record keeping in accordance with Minnesota law.

III. DUTIES OF TESFA INTERNATIONAL SCHOOL TEST ADMINISTRATOR

The school assessment coordinator shall be responsible for oversight of the school's state testing.

The school assessment coordinator shall be responsible for making sure that each Tesfa International School student takes the appropriate state standardized test(s). The Tesfa International School assessment coordinator will utilize the existing annual review of IEP's or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in state standardized testing.

The school assessment coordinator will report testing results annually to the school board.

IV. TEST SECURITY

A. Security Requirements:

The school assessment coordinator will be responsible for annually updating the “District Security Procedures for State Test Materials” document provided by MDE. The school assessment coordinator should submit a copy of this document to the school’s Director each year prior to the start of state standardized testing.

The school assessment coordinator is responsible for the receipt, distribution, test monitor training, and return and/or submission of testing materials to MDE.

If there is a concern that test security may have been breached, the school assessment coordinator will notify MDE within 24 hours of the alleged breach and submit the Test Security Notification form with any documentation within 48 hours.

B. Security Violations

MDE shall 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.

V. TESFA INTERNATIONAL SCHOOL REPORTING TO MDE AND THE PUBLIC

Tesfa International School shall prepare and disseminate annually (by the deadline set by MDE) a public testing report through the school's official website or through publications sent to all households at Tesfa International School as required by state and federal law.

VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

Individual Student Reports (ISR) will be distributed to parents no later than 30 days after receipt by the school unless an extension is given by MDE.

VIII. STUDENT RECORD KEEPING

Tesfa International School shall keep a record on each student that includes:

1. The state standardized tests taken;
2. The results of state standardized tests given at Tesfa International School.

Adopted: