
DISTRICT LEVEL TEST ADMINISTRATION (LNT-P003)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow for the administration of District Level Tests.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Assessment Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Assessment Coordinator

4.0 DEFINITIONS:

- 4.1 NWEA – Northwest Evaluation Association

5.0 PROCEDURE:

- 5.1 Each year, the Assessment Coordinator will determine the Fall and Spring test dates for the upcoming school year, coordinating dates with other district events.
- 5.2 Based on the test dates, the test schedules are developed by the Assessment Coordinator and communicated to the building administrators and NWEA.
- 5.3 An open purchase order is prepared for scoring and sent to NWEA.
- 5.4 Test materials are inventoried and additional supplies are purchased, as required.
- 5.5 The Assessment Coordinator will coordinate with the Information Processing Department for student master files to be created, copied to the Assessment Coordinator, and electronically submitted to NWEA.
- 5.6 NWEA, using electronic student master files, will prepare and ship precoded answer sheets to the Assessment Coordinator.
- 5.7 The Assessment Coordinator, with the help of an assistant, compiles the test materials and delivers them to the school administrators.
- 5.8 Teachers pick up the test materials at their schools, review information, and will do the following, as needed:
 - 5.8.1 Review training information on how to administer the tests.
 - 5.8.2 Administer and score locator tests.
 - 5.8.3 Prepare additional answer sheets for new students.
 - 5.8.4 Contact the Assessment Coordinator with questions or for guidance.
- 5.9 The teachers administer the tests according to the schedule established.
- 5.10 Once the answer sheets are collected, the teachers review and correct the student information section for accuracy and completeness.

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- 5.11 Teachers compile the answer sheets and forward to the Assessment Coordinator in the district office.
- 5.12 The Assessment Coordinator reviews answer sheets, provides missing information, and/or corrects inaccurate information as needed.
- 5.13 The Assessment Coordinator forwards the answer sheets to NWEA according to the schedule established.
- 5.14 NWEA scores the answer sheets and, if necessary, requests additional information from the Assessment Coordinator for any answer sheets that need to be corrected. NWEA then forwards the preliminary reports and the required retests to the Assessment Coordinator.
- 5.15 The Assessment Coordinator reviews the reports and required retests and forwards this to the teachers.
- 5.16 If required, retests and make-up tests are administered to the students and the steps for reviewing and forwarding to NWEA are repeated.
- 5.17 NWEA prepares and forwards the final reports to the Assessment Coordinator. The Assessment Coordinator reviews, copies, and distributes the reports to the principals. The Assessment Coordinator requests and receives electronic test data from NWEA.
- 5.18 The electronic test data is imported into the Assessment Management System (AMS).
- 5.19 . The test data is analyzed and reports are processed for further distribution/analysis at the building level.
- 5.20 Test booklets are retrieved from the schools and stored in the vault.
- 5.21 The final year-end reports (Fall/Spring) are received from NWEA.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Electronic test data

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Electronic test data	Computer	Indefinitely	Not applicable	Vault

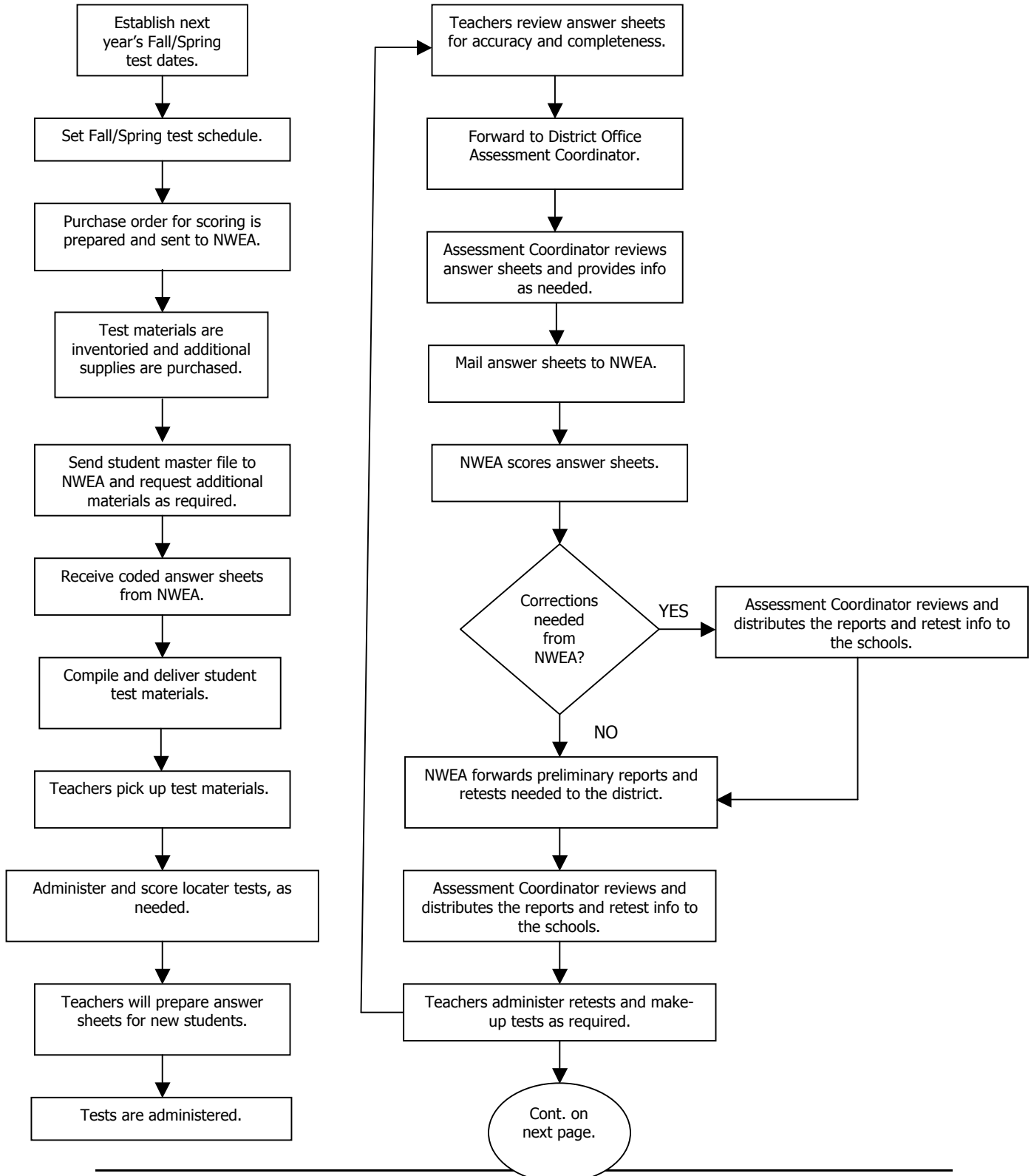
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
07-May-01	A	Original Release

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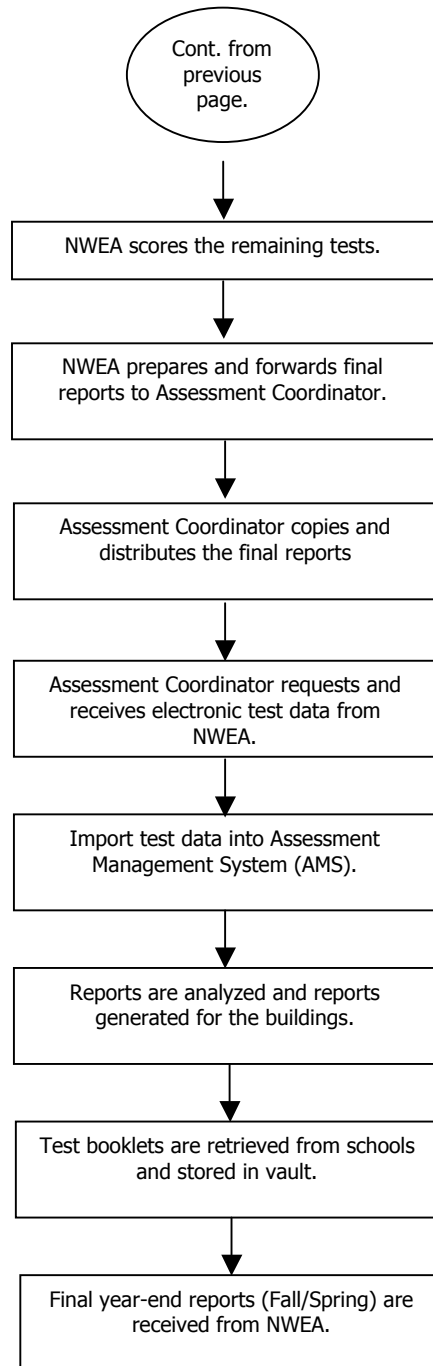
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Exhibit "A"



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**** End of procedure ****