

**STATE BOARD OF EDUCATION
STATE DEPARTMENT OF EDUCATION
ADMINISTRATIVE CODE**

**STUDENT ASSESSMENT
CHAPTER 290-4-2**

TABLE OF CONTENTS

290-4-2-.01	Student Assessment - Unified, Coordinated Statewide Testing Program
290-4-2-.02	Student Assessment - Students of Special Populations
290-4-2-.03	Student Assessment - Test Security

290-4-2-.01 Student Assessment - Unified Coordinated Statewide Testing Program.

(1) The policy of the Alabama State Board of Education is to have a unified, coordinated Student Assessment Program.

(2) Alabama's Student Assessment Program is a system of assessments that measures the knowledge and abilities of students in Alabama's public schools for the following purposes:

(a) To provide information to educators and parents regarding the educational strengths and weaknesses of individual students.

(b) To provide information to assist local and state educational personnel in reviewing and planning for instructional and curricular improvements.

(c) To provide information to local and state educational personnel, policy makers, and the general public regarding the educational performance of Alabama's students.

(3) The Alabama State Board of Education shall choose the tests to be used, grades to be administered, and when chosen tests shall be administered.

(4) The Student Assessment Program consists of assessments aligned to the Alabama Course of Study Standards in grades determined by the Alabama State Board of Education.

(a) The *National Assessment of Educational Progress* (NAEP) is administered annually to a randomly stratified sample population of students.

(5) All students must be provided the opportunity to participate in the state testing program. See 290-040-020-.03 for specific procedures regarding students of special populations.

(6) LEAs will be given an opportunity to review demographic student data, prior to the release of score reports to parents and students, in order to ensure that all students are accounted for in all required grades, and that student demographic data is accurate and ready for dissemination.

(a) The SDE shall provide assessment results for each student who participates in the Student Assessment Program.

(b) Score reports are provided to parents and students in a timeframe that allows for meaningful consultation with the LEA and school staff.

Author: Dr. Ed Richardson

Statutory Authority: Ala. Const. amend. 284, Code of Ala. 1975, §§ 16-3-11 through 13; 16-4-4.

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New Adopted: November 10, 2021;

Effective January 15, 2022;

290-4-2-.02 Student Assessment - Students of Special Populations. Detailed policies and procedures for testing students of special populations are found in the *Integrity Handbook for Test Administration*. All assessments for students of special populations must be administered consistent with Alabama Administrative Code rule 290-8-9 and the guidance found in the *Integrity Handbook for Test Administration*.

Author: Dr. Ed Richardson

Statutory Authority: Const. of Ala. of 1901, Amend No. 284, Code of Ala. 1975, §§ 16-3-11 through 14; 16-4-4.

History: Amended May 19, 1981; May 9, 1985 (added Note); December 8, 1988 added 290-4-2-.03(2) effective January 16, 1989. **Repealed and Replaced:** Filed May 12, 1995; effective June 16, 1995. **Amended:** Filed May 20, 1998; effective June 24, 1998.

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290-4-2-.03 Student Assessment - Test Security.

(1) Test Security Procedures. The use of test results for educational evaluation and improvement is dependent upon the procurement of accurate test data. To this end, test developers outline in detail the standardized procedures under which tests must be administered. Another requirement for obtaining accurate test data is to guarantee that tests are secure. In order to provide standardized test security measures throughout Alabama, the following procedures are adopted by the State Board of Education:

(a) The Alabama State Department of Education (SDE) will organize and oversee test security procedures throughout the state. Specifically the SDE will:

1. Provide student enrollment to LEAs in order to determine test materials needed for each school and district.
2. Require LEAs to provide to SDE testing schedules for each assessment.
3. Provide test administration and test security training to all designated District Test Coordinators for each administered assessment.
4. Require LEAs to develop and provide to the SDE a District Test Security Plan.
5. Approve District Test Security Plans and keep a copy on file at the SDE.
6. Monitor test administration procedures in randomly selected LEAs during statewide testing to ensure adherence to standardized testing conditions and to the School and District Test Security Plans.
7. Require LEAs to have a secure storage area that meets the requirements set forth by SDE, where all test materials will be kept and securely stored.
8. Provide technical assistance to LEAs regarding violation(s) of test security procedures and/or test administration procedures.

(b) LEAs will organize and oversee test security procedures throughout their districts. Specifically, each LEA will:

1. Ensure that all students are provided the opportunity to participate in the Student Assessment Program.
2. Provide test administration and test security training to all designated testing staff. Only those individuals who have been appropriately trained, according to SDE guidelines, may participate in the administration of any state assessment.
3. Approve a School Test Security Plan for each school.
4. Implement the approved District Test Security Plan.
5. Designate a District Test Coordinator to be responsible for the testing program and test security in that district
6. Designate a Building Test Coordinator to be responsible for the Student Assessment Program in each school.
7. Require each school to have a secure storage area that meets the requirements set forth by SDE, where all test materials will be kept securely stored.
8. Provide technical assistance to local personnel regarding all requirements outlined in AAC Rule 290-4-2-.03.
9. Maintain evidence that personnel have been trained and all testing staff have signed all applicable agreements indicating adherence to abide by the test security policy as outlined in AAC Rule 290-4-2-.03 and all policies outlined within the *Integrity Handbook for Test Administration*.

(3) SDE requires that anyone involved in test administration in any way, i.e., with the handling of test materials, test administration or proctoring, provision of a service during testing such as interpreters, scribes, or readers, training testing staff, or monitoring, must receive annual training on the *Integrity Handbook for Test Administration* and all policies stated herein, including the test administration manuals for each assessment. Testing staff must agree to abide by each of the stipulations and provide their signature indicating an agreement to comply. Failure to follow security procedures promulgated by the Alabama State Board of Education and published in the AAC Rule 290-4-2-.03, the *Integrity Handbook for Test Administration*, and the test administrator's manuals may result in disciplinary action by the local board of education and/or revocation or other sanctions of the certificate by the SDE. The following list, although not exhaustive, has been provided to identify specific actions which are inappropriate and violate, in spirit and intent, the stated policy:

- (a) To copy, take pictures of, or in any way reproduce or disclose secure test items or student responses before, during, or after administering the assessment.
- (b) To review, read, or look at test items or student responses before, during, or after administering the assessment, unless specifically permitted in the test administrator's manuals.
- (c) To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.
- (d) To alter student responses.
- (e) To alter the test procedures stated in the test administrator's manuals.
- (f) To allow students to use notes, references, or other aids unless the test administrator's manual specifically allows such use.

- (g) To have in one's personal possession secure test materials except during specified testing dates and scheduled times.
- (h) To allow students to view or practice secure test items before or after the scheduled testing times.
- (i) To make or have in one's possession answer keys for secure tests.
- (j) To leave secure test materials in nonsecure locations and/or unattended by trained testing staff.
- (k) To fail to report a test security violation.
- (l) To violate the state's digital device policy.
- (m) To discuss test content or student responses with anyone, including students.

Author: Dr. Ed Richardson

Statutory Authority: Const. of Ala. of 1901, Amend No. 284, Code of Ala. 1975, §§16-3-11 through 13, 16-4-4.

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cf. The Alabama State Department of Education bulletins, Regulations and Accommodations for Exceptional Students, 1982 Edition; Minimum Standards and Competencies (Reading, Language, Mathematics) for Alabama Schools, 1982 Edition; and Minimum Standards and Competencies (Reading, Language, Mathematics) for Alabama Schools, 1982 Edition, Revised 1988 effective July 1, 1989.

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