

**NORTH CAROLINA STATE BOARD OF EDUCATION
Policy Manual**

Item	Description
Policy Title	Test Administration in Public Schools
Policy Category	Testing (TEST)
Policy ID	TEST-001
Policy Date	12/01/2016
Previous Policy Dates	10/16/1977, 03/14/1996, 11/05/1998, 05/06/1999, 09/14/2000, 03/01/2001, 04/02/2009, 10/01/2009, 10/04/2012
Statutory Reference	GS 115C-12(9)c

TEST ADMINISTRATION

Only persons who are employed by the school system, either permanently or contractually and have professional training in education (preferably a North Carolina educator's license) and the state testing program shall administer secure tests to students.

1. The North Carolina Department of Public Instruction (NCDPI) shall supply the tests to the local education agencies (LEAs).
2. LEAs shall:
 1. account to the department for all tests received;
 2. provide a secure, locked storage facility for all tests received;
 3. prohibit the reproduction of any or all parts of the test; and
 4. prohibit their employees from disclosing the content of the tests or specific items contained in the tests to persons other than authorized employees of the LEA.
1. LEAs must monitor test administration procedures. If school officials discover any instance of improper administration and determine that the validity of the test

results has been affected, they must notify the local board of education, declare a misadministration, and order the affected students to be re-tested. Only the superintendent and the LEA test coordinator have the authority to declare misadministrations at the local level.

2. The Superintendent of Public Instruction may conduct audits of LEAs if he/she receives written complaints which allege improper test administration, and he/she may require the re-testing of students.
3. The NCDPI shall score or have scored all tests in the North Carolina Testing Program. In addition, the department shall provide score interpretative services to the LEAs.
4. LEAs shall, at the beginning of each school year, provide information to students and parents or guardians advising them of the districtwide and state-mandated tests that students will be required to take during that school year. In addition, LEAs shall advise students and parents or guardians of the dates the tests will be administered and how the results from the tests will be used. Also, information provided to parents shall include whether the State Board of Education or the local board of education requires the test(s).
5. LEAs shall report scores resulting from the administration of districtwide and state-mandated tests to students and parents or guardians along with available score interpretation information within thirty (30) days from generation of the score at the LEA level or receipt of the score and interpretive documentation from the NCDPI.
6. In order to ensure adequate representation and the generalizability of the data used to develop tests and to conduct evaluation studies, selected LEAs and schools, determined through stratified random samples, shall participate in field testing and other sample testing such as the National Assessment of Educational Progress (NAEP) and other national or international assessments as designated by the department or the SBE.

History Note: Statutory Authority G.S. 115C-12(9)c.;

Eff. July 1, 1986;

Amended Eff. May 1, 2001; August 1, 1999; June 1, 1996.