



**Responsible:** Office of Academics

## **PURPOSE**

This Administrative Procedure shall describe and define protocols related to final cumulative semester assessments for high school and middle school (semester/term).

## **DEFINITIONS**

1. "Accommodations" refer to changes in the conditions under which a student completes an assessment. These adjustments are designed to provide equitable access to the same academic content without altering the learning expectations or the rigor of the assessment. Accommodations address *how* a student demonstrates knowledge and skills, not *what* they are expected to learn. Examples include extended time, a quiet testing environment, or the use of assistive technology. These are determined and documented through the IEP and 504 process.
  
2. "Final Cumulative Semester Assessments" refers to an evaluation that measures a learner's understanding of material covered over the entire semester, rather than just a single unit or topic. It is designed to assess general overall mastery and retention of main ideas, knowledge, and skills.

## **PROCEDURE**

1. High School
  - a. Final cumulative semester assessments are required of all students in all courses which award one-half credit or more.
  - b. Final cumulative semester assessments may only be given during the prescribed District finals window. However, final cumulative session assessments may be given early with the consent of the principal.
  - c. Unless otherwise authorized, final cumulative semester assessment periods shall be a minimum of 105 minutes in length. The number of days set aside for testing may not exceed four days and are limited to the number of days required to allow all sections of a course to test.

- d. Principals are responsible for ensuring that every teacher administers a final cumulative semester assessment which gauges student learning and growth for the semester.
  - i. Appropriate final cumulative semester assessments may consist of skill or performance activities as well as oral or written essays depending upon the objectives of the course and the nature of the learning activities of the class.
- e. The semester academic grade is based on the whole semester's work, not an average of two quarters. The citizenship grade for the semester may be based on quarter averages.
- f. The final cumulative semester assessment may not be curved.
  - i. Final cumulative semester assessments will count for 10-20% of the overall grade for all high school level courses and must be consistent for all sections of a course within the same school. Each department will establish the grade percentage for the final cumulative semester assessment and communicate the grading guidelines through the course syllabus at the start of the school year.
- g. A copy of each site-based final cumulative semester assessment is to be reviewed and retained by the principal or their designee in advance of the assessment date. The copy of the final cumulative semester assessment submitted to the principal will include how the allocated assessment period will be used. A copy of the final cumulative semester assessment shall remain at the school for a minimum of one (1) year.
- h. Accommodations listed in a student's Individualized Education Plan (IEP) or Section 504 Plan must be implemented as written.
- i. Principals will maintain copies of semester assessment schedules outlining how/when student accommodations were provided for 3 years.
- j. All assessments schedules will be shared with the Area Superintendent through the adopted Information Management Tool (ie., Microsoft OneNote).
- k. Students must not be released early from a final cumulative semester assessment. Careful supervision must be implemented to prevent premature release of students from classes and to maintain an appropriate atmosphere for testing on campus.
- l. Final cumulative semester assessments are not to be graded by students.

- m. Students enrolled in classes for which they receive less than .5 credit must report to that class's instructor and remain with that instructor for the entire assessment period.
- n. Minimum day school hours are in effect for students and regular school hours are in effect for teachers during final cumulative semester assessments. No games, extracurricular activities or athletic contests should be scheduled during finals week. Games and events scheduled for the last day that finals are taken may be allowed, provided participating students do not miss any time from the final schedule.
- o. Online and computer-based instruction courses are not subject to the same final cumulative semester assessment guidelines. Consult the guidelines for online and computer-based instruction courses.
- p. Teachers administering final cumulative semester assessments must acknowledge in writing that they have been instructed in test administration and test security procedures as outlined in the *Primer* and other test specific guidelines. Irregularities in testing must be reported to the Site Test Coordinator. Consult test specific guidelines for information about test administration, allowable accommodations and supports, and permissible tools.
- q. Support is to be provided for short term English Learner (EL) students. See Guidelines for Language Supports for WCSD Common District Finals from the EL Department.

## 2. Middle School

- a. Final cumulative semester assessments are recommended for all middle school academic courses, although a final cumulative semester assessment is not required for a student to pass the course.
- b. Middle school students enrolled in a course that uses a District final cumulative semester assessment, must take the final assessment in that course, and the final cumulative semester assessment must be graded and weighted according to the standards for semester grading (second and fourth quarter) in secondary schools.
- c. Accommodations listed in a student's Individualized Education Plan (IEP) or Section 504 Plan must be implemented as written.
- d. Principals will maintain copies of semester assessment schedules outlining how/when student accommodations were provided for three (3) years.

- i. All assessment schedules will be shared with the Area Superintendent through the adopted Information Management Tool (i.e., Microsoft OneNote).

## **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 6400, Assessment; and
  - b. Administrative Procedure 6770, Edgenuity Courses.

## **REVISION HISTORY**

Date	Revision	Modification
09/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure
08/19/2014	2.1	Revised: online courses do not follow same guidelines; department name updated
12/02/2014	2.2	Revised: clarify exception in #2
12/16/2014	2.3	Revised: wording expanded in #13 to align with Activities and Athletics amended policy
06/08/2015	2.4	Revised: #4 "d" - number of days for testing expanded, limit extra time to 15 min; #8 "h. iv" - weight of semester grade changed to range of 15-20% set by school for each course; ADDED-- #15 "o" - test administration training, #16 "p" - no mod/no retest for District finals
11/07/2016	3.0	Revised: 2.a., replaced "8" with "1.f." to match with format of document/CSI formatting; Added: "q"- implementation of IEP testing accommodations; adherence to accommodations to approved NDE testing accommodations

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12/13/2024	4.0	Revised: title modified; “assessment” replaced “test” and “exam”; removed exceptions to administration window; set grade weight range to 10-20% for all courses; simplify guidance on accommodations (IEP, 504) and irregularity reporting; paragraphs reordered; Added: consideration for EL supports
01/02/2026	5.0	Revised: updated responsible office, provided a definition for final cumulative semester assessments and clarified use and documentation of accommodations provided in IEPs and Section 504 Plans