



Responsible: Office of Teaching, Learning and Leadership – Department of Assessment

PURPOSE

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

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. No final cumulative semester assessment will be given early without the consent of the principal. Final cumulative semester assessments may only be given during the prescribed district finals window.
- 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 will 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. 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.
- i. Final cumulative semester assessments are not to be graded by students.
- j. 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.
- k. Minimum day school hours are in effect for students and regular school hours are in effect for teachers during end-of-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.
- l. Online courses are not subject to the same final cumulative semester assessment guidelines. Consult the guidelines for online and computer-based instruction courses.
- m. 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.

- n. District final cumulative semester assessments may not be modified. There are no retest/retake opportunities for District final cumulative semester assessments.
- o. Accommodations listed in a student's Individualized Education Plan (IEP) or 504 Plan must be implemented as written.
- p. Support should be provided for short term English Learner (EL) students.

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.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

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

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

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
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