

Downey Unified School District

INSTRUCTION

TESTING PROGRAM

AR 3141

The following shall be the policies of the Downey Unified School District regarding group and individual testing of pupil personnel:

1. It shall be the responsibility of Educational Services to select and recommend all standardized tests used in the District testing program.
2. The standardized testing program so selected shall be submitted to the Board of Education for adoption each year.
3. Standardized group tests and inventories shall be administered only by personnel who have had special instructions in test administration.
4. The results of these tests should be interpreted only by personnel who have had special instruction in the interpretation of tests.
5. The results of the District's testing program shall be reported annually to the Board of Education and shall include a comparison of local norms with State norms.
6. In addition, the results shall be interpreted on request to all personnel who can use the information for the benefit of the pupil; e.g., parents, teachers, counselors, and pupils.
7. Individual tests and all personality and attitude measuring devices shall be administered under the direction of a psychologist. All such tests that are administered by other than a properly credentialed psychologist or psychometrist must be approved by the Superintendent or designee, and copies provided to the Board of Education. Written permission of a parent or guardian shall be obtained prior to the testing.
8. Tests used for experimental and research purposes shall be subject to the above regulations. Any deviation from the above regulations must be approved by the Superintendent or the Board of Education.
9. The results of all standardized tests and individually administered tests shall be recorded in the pupils' cumulative record.