



DEPARTMENT OF
JUVENILE SERVICES

POLICY

SUBJECT: Statewide Assessment
NUMBER: ED-03-22
APPLICABLE TO: JSEP Employees

APPROVED:  _____
Sam Abed, Secretary

DATE: 5/6/2022

I. POLICY

Eligible students in JSEP schools shall take all required state assessments if they are enrolled during a testing period.

II. AUTHORITY

- A. P.L. 114-95, Every Student Succeeds Act
- B. P.L. 108-446, Individuals with Disabilities Education Improvement Act of 2004
- C. MD. Code Ann., Education, §7-203
- D. COMAR 13A.03.04

III. DIRECTIVES/POLICIES RESCINDED

None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

SUMMARY OF REVISION	DATE OF REVISION
New policy issued.	5/6/22

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APPROVED: _____ /s/ Kimberly Pogue
Kimberly Pogue, JSEP Superintendent

DATE: _____ 5/6/22

I. PURPOSE

The purpose of this policy is to ensure that all JSEP students participate in the required state assessment.

II. DEFINITIONS

Eligible Students means first-time assessment takers as well as those who have missed or not yet passed a state assessment.

English Learners (EL) means students who have a primary or home language other than English and who may be working toward acquiring the ability to understand, speak, read, or write English. EL are served in English Language Development (ELD) programs.

Permitted Accommodation means an accommodation which has been previously approved by MSDE or approved by MSDE as ‘unique’ after submission, in writing by the Local Accountability Coordinator (LAC) and is justified in the student’s IEP, Section 504 Plan, or EL Plan and provided in the course of daily instruction.

Section 504 Students means students who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment, and have a current 504 Plans.

School Testing Coordinator means a staff member that coordinates the administration of all statewide assessments, including preparation before and follow up after testing windows.

State Assessment means any assessment required by the State of Maryland for graduation from a Maryland High School.

Students with Disabilities (SWD) means any students who are eligible for special education services and who have a current IEP.

Test Administration means the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the Department or its agents.

Testing Window means the dates in which assessments are administered.

III. PROCEDURES

A. General Responsibilities

1. School principals are responsible for the implementation and coordination of the policy.
2. The JSEP Coordinator for Guidance Services and Records Management is responsible for informing schools of testing windows and providing training to appropriate staff on test administration policy and procedures.
3. School Testing Coordinators are responsible for coordinating the administration of all statewide assessments. Coordinators shall adhere to all state policies regarding the security of all testing material and the reporting of any security breaches or infractions. Coordinators shall ensure that all SWD, 504 students, and EL receive the appropriate testing accommodations.
4. School Counselors are responsible for identifying the required state assessments each student needs and providing the test in an appropriate testing atmosphere under required testing conditions.
5. School Counselors and School Records Clerks are responsible for ensuring the results of the state assessments are filed in the student's permanent education record.
6. Anyone with knowledge of a breach of test administration procedures and security measures shall immediately report a breach to the JSEP Superintendent or designee.

B. Administration of State Assessments while Students are enrolled in a JSEP School

1. JSEP schools shall administer all required state assessments during the testing window to every student who is eligible.
2. Principals and School Testing Coordinators shall be responsible for being knowledgeable of the testing window, knowing which students are eligible for which tests, and providing those assessments to all eligible students with the required testing protocols.
3. School Testing Coordinators shall work with the Principal and the IEP Team to ensure that the appropriate test accommodations are in place for students with an IEP or 504 plans.
4. School Counselors shall properly record all testing and testing results in the student record.
5. All statewide assessments shall be administered by JSEP schools in accordance with the Maryland State Department of Education's required test administration procedures and security measures.

IV. RESPONSIBILITY

The JSEP Field Director is responsible for implementing and ensuring compliance with this policy and its procedures.

V. INTERPRETATION

The JSEP Superintendent shall be responsible for interpreting and granting any exceptions to this policy and its procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

***SEND THE ELECTRONICALLY SIGNED COPY TO YOUR SUPERVISOR FOR
PLACEMENT IN YOUR PERSONNEL FILE.***