

2622.1 DISTRICT PUPIL ASSESSMENTS

The Board of Education directs the district to maintain a program of assessments in grades kindergarten through twelve that shall be designed to measure pupil progress and provide data for curriculum development. Appropriate, benchmark assessments and/or common assessments, specialized diagnostic tests and teacher prepared assessments or examinations shall be administered to measure pupil progress.

The district assessment practices shall be periodically evaluated.

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R 2622.1 DISTRICT PUPIL ASSESSMENTS

In order to guide instruction and the implementation of instructional resources, the district will administer assessments that serve to measure the continuing academic progress of pupils.

The goal of these district assessments is to provide comparative data that assist administrators, teachers, guidance counselors and parents in assuring the following:

- Appropriate placement of pupils in courses or programs;
- Effectiveness in establishing teacher growth goals for their classes and individual pupils;
- Mastery of standards adopted by the State of New Jersey;
- Alignment of curriculum; and
- Consistency of instruction.

Data used for these purposes will be collected through assessments administered as appropriate and practical at grade levels and in content areas. To serve these purposes, district assessments will be:

- Consistent across grade levels and content areas;
- Aligned with the standards adopted by the State of New Jersey and Board-approved curriculum; and
- Periodically administered, analyzed and considered in designing learning goals and activities (beginning, middle and end-of-year as minimum requirements)

Examples of district assessments in each grade span include but are not limited to:

Elementary

- Common benchmark assessments to determine individual pupil math, reading and writing grade levels.

Intermediate

- Document-based queries;
- Beginning of year baseline assessments; and
- Midterm and final exams.

High School

During the months of January and June, Westfield High School will assess pupils through mid-term and final examinations or through an equivalent method of assessment approved by the principal. The schedules for examinations will be posted prior to each examination session with specific instructions to pupils.

The January and June assessments are considered an integral part of the high school course work. As such, pupils must complete these assessments in those courses for which assessments are required.

A make-up session will be scheduled for pupils unable to take the examinations for a legitimate reason including serious illness, court appearances or other reasons deemed appropriate by the principal. Requests to reschedule an examination must be received well in advance of the examination date. There are two options to make-up examinations.

Regular make-up examination – This option applies in the case where a pupil missed the mid-term examination during exam week for legitimate reasons and will be making this examination up during the regularly scheduled makeup session. This exam will be administered during the scheduled make-up period days.

Late session make-up examination – This option applies in the case where a pupil missed the final examination during exam week for legitimate reasons and is unable to make up the exam during the regular make-up exam period in June. These exams will be administered on the first Monday in August. The grading of the examination will be by the teacher or supervisor. The student's final grade will be determined as soon as possible and parents will be notified by the Guidance Office.

Alternate Program Completion Option Departmental Examinations – N.J.A.C. 6:8-7(c) 1.ii provides for an “alternate program completion option” that allows pupils to meet high school graduation and course requirement by demonstrating mastery of statewide core course and locally determined proficiencies. This demonstration, which is not necessarily linked to a student's taking a course or completing an approved learning activity, could occur in a variety of ways, including passing a test.

An examination measuring mastery of statewide core course and locally determined proficiencies may be administered in, but not be limited to, the following two situations:

1. A pupil received a failing final grade for a course and has not made up the course in Summer School. The pupils may request to be tutored privately and then take a proficiency exam.

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2. A pupil would like to take a course for original (new) credit and does not want to attend Summer School. For example, a pupil having completed French II, may be privately tutored and take a French III course proficiency assessment and then enroll in French IV.

In addition to a course proficiency assessment, noted in 1. and 2. above, there may be specific assignments or activities (term papers, research papers, etc.) that must be successfully completed in order to fulfill the requirements of a course.

A pupil desiring this alternate program completion option must first consult his/her guidance counselor and request permission of the high school principal in writing.

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