

## **Assessment Guidelines for Science**

1. Check assessment calendar for dates.
2. If applicable, precode scan documents
3. Check format of tests (alternating or non-alternating) and all grading procedures.
4. Tests will cover material that was taught to students in multiple choice format.
5. Tests are NOT to be given while a sub is taking over the class, only the teacher of the science class may give the test.
6. Teachers are responsible for grading the designated tests within 2 days after the test is administered.
7. Teachers should ensure that test taking strategies are being used (ex. OVER strategy).
8. Teachers should ensure that all accommodations are being met for students.
9. Teachers should ensure that LEP/ESL students monitoring folder procedures are followed.
10. Test data will need to be uploaded on DMAC/School Net no later than 1.5 weeks after the end of the 6 weeks, unless special circumstances present themselves.
11. Teachers are responsible for reporting all data analysis and plan of action to principals.
12. Principals are responsible for reporting all data analysis and plan of action to appropriate Executive Director (Jane Rambo or Patrick Jones).