

I. PURPOSE

This policy ensures that Athlos Academy of St. Cloud will establish specific guidelines and procedures to follow when administering standardized student tests.

II. POLICY

A. Testing shall be compliant with state and federal laws:

1. Information from such testing will aid in measuring and evaluating the effectiveness of Athlos Academy of St. Cloud's educational program.
2. Confidentiality must be maintained at all times by all school personnel.
3. All students with disabilities shall participate in standardized testing.
 - a. The testing will be administered to all students unless students are excused by a parent or guardian.

B. Athlos Academy will adopt the following procedure for training for, and management of, standardized tests:

1. The Lead School Administrator or designee will attend regular trainings presented by the Department of Education.
2. The Lead School Administrator or designee will annually train all staff that administer and/or participate in standardized testing regarding the confidentiality of materials and ethics.
3. Testing protocol and instructions will be made available to those administering and participating in standardized testing.
4. Athlos Academy of St. Cloud employees may not carry on any specific direction or preparation of students, which would be a breach of testing ethics, such as the teaching of specific test questions.
5. Athlos Academy of St. Cloud employees who administer any standardized test shall follow the standardization procedures in the publisher's test administration manual and any additional specific instructions developed by the Department of Education.

Legal References:

[Minn. Stat. §120B.11](#)