

POLICY TITLE: TEST ADMINISTRATION AND DATA REPORTING		
ADOPTION/EFFECTIVE DATE: 1/14/2002	MOST RECENTLY AMENDED: 09/12/2016	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY INSTRUCTION		

I. Purpose

The purpose of this policy is to establish the commitment of the Board to the fair, valid and secure administration of testing and assessments of students in Harford County Public Schools ("HCPS").

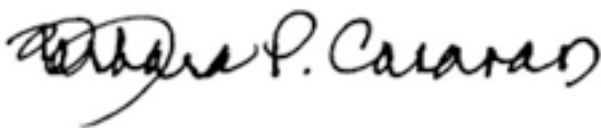
II. Definitions

- A. **Testing or Assessment** means any instrument designed to measure student academic or functional performance or achievement.

III. Statement of Policy

- A. All testing and assessment of HCPS students, whether school-based or administered as a result of federal, state or HCPS mandate, is to be administered so as to ensure the fairness and validity of the testing or assessment and all testing/assessment materials shall be maintained in a secure fashion.
- B. HCPS shall comply with the requirements of Code of Maryland Regulations ("COMAR") 13A.03.04.
- C. The Superintendent shall appoint a Local Accountability Coordinator in accordance with COMAR 13A.03.04.
- D. The Superintendent shall establish procedures to implement this policy.

Board Approval Acknowledged By:



Superintendent

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Adopted	1/14/2002				
Reaffirmed	5/6/2002				
Amended	9/12/2016				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire	JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel	
PERSON RESPONSIBLE: Dr. Susan Brown	JOB POSITION OF PERSON RESPONSIBLE: Executive Director for Curriculum, Instruction and Assessment	
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		

LEGAL REFERENCES¹

All references are set forth in the Policy.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.