

**Progress****EVALUATION OF STUDENTS**

Student evaluation is an important aspect of the total instructional program. Evaluation devices are to be used for assessment purposes to show each student, the parent(s)/guardian(s), as well as the student's teacher(s), what the student has mastered, where the student needs help, and how to motivate the student for continued learning.

Teachers' oral and written tests, group discussions, written work, student portfolios, checklists, and observations are representative of the means to be used to determine student progress. Examinations or unit tests shall be averaged as part of the grading period evaluation in which the examinations or unit tests are given. In no case should the examination grade constitute the entire grade for any given grading period. If final examinations are given at the end of a grading period or semester, the test grade may not receive the weighting of a full grading period.

**Examination Regulations**

The following regulations in regard to examinations shall be observed:

1. Examinations should not be formally organized in the lower elementary grades.
2. Each secondary school will develop its own schedule for giving semester and/or final examinations. Except under unusual circumstances, no student should be required to take more than two examinations on a given day. Schools must make provisions for students to make up examinations missed due to illness or other reasons beyond the student's control. It is at the student's discretion whether or not the make-up examinations are included in the two examinations per day limit.
3. Where appropriate, examinations must include a reasonable number of questions which require an essay response.
4. All secondary semester examination papers must be retained in the school for at least one year.
5. Examinations in both elementary and secondary schools will be meaningful in nature. They should be carefully developed and closely reviewed so they are appropriate relative to the objectives and competencies of the course and to the ability

and maturity of the student.

6. Deviations from the above procedures or remission from semester examinations in a school may be authorized by the Region Superintendent.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(6)(a); 232.245; 232.2454 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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