

Instruction--Elementary and Secondary**PROGRAM ASSESSMENT AND EVALUATION RESPONSIBILITIES**

- I. Responsibilities of the Office of Educational Accountability
  - A. The Office of Educational Accountability (OEA) engages in a variety of specialized activities related to districtwide student assessment, institutional research and analysis, and evaluative support. In this regard, OEA annually develops and implements a systematic countywide assessment system for students and educational programs. The implementation of the countywide assessment system will facilitate the evaluation of: 1) students, both individually and in groups; 2) the instructional program; and 3) program support services and materials.
  - B. The Office of Educational Accountability will establish and provide an annual calendar of local, state and national assessment programs, administration dates, and target populations, as well as establish and implement a schedule of activities and procedures relative to each assessment program. In addition, the Office of Educational Accountability will organize and implement other data collection activities and procedures as required.
  - C. Assessment and evaluation results will be reported to school, region, and district administrators and others having a need for such information.
- II. Responsibilities of the School
  - A. The principal has primary responsibility for the proper administration and use of assessment activities in his/her school. Certain aspects of this responsibility may be delegated to a staff member who, as test chairperson, will coordinate assessment activities within the school.
  - B. The school may elect to engage in assessment activities in addition to those which are part of the required assessment program. The Office of Educational Accountability will provide assistance to principals, insofar as resources of the Office permit, when additional assessment and evaluation activities are implemented by the school.

- C. Schools must adhere to the test administration and security standards, guidelines, and procedures established by the Office of Educational Accountability to ensure the integrity of the testing process and the accuracy and validity of all test scores. The standards and procedures are delineated in the document **Dade County Public Schools' Standards, Guidelines, and Procedures for Test Administration and Test Security**. These standards apply to all personnel involved with any aspect of the testing process and are in effect for school, district, and state testing programs.

### III. The Research Review Committee

In addition to official curriculum improvement projects and programs of evaluation, Dade County Public Schools receive frequent requests to conduct testing or other research from persons or organizations outside the school system. All such requests shall be submitted for approval to the Research Review Committee of the Office of Educational Accountability. It is the responsibility of this Committee to determine the acceptability of the request in terms of the proposal's technical competence, lack of duplication of other ongoing research, significance to the school system, and compatibility of its use of resources with potential benefits to the system. However, the principal of the individual school has the privilege of deciding if Committee-approved outside research will be conducted within his/her school.

The Committee has the additional responsibility of facilitating and monitoring research from within the school system, assuring appropriate placement of projects, encouraging university and school system collaboration on appropriate research activities, and ensuring that no student is denied equal educational opportunity as a result of research activities.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 229.57; 230.22(5) F.S.

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

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