



Test Results Assessment Procedure (TST-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of analyzing test results.

2.0 RESPONSIBILITY:

- 2.1 Director of Accountability

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

4.0 DEFINITIONS:

- 4.1 Mandated State Testing Programs: Testing programs that include state mandated student assessment programs intended for the improvement of classroom instruction and student achievement.
- 4.2 Instruction Team: A group under the leadership of the Chief Academic Officer composed of district level supervisory and program coordinators who provide leadership for the Instructional Department.
- 4.3 School Improvement Team: A group under the leadership of the building principal charged with the responsibility of planning, monitoring and sustaining the School Improvement Plan.
- 4.4 Teacher Effect Report: Data showing estimates of specific teacher effect on the educational progress of students.

5.0 PROCEDURE:

- 5.1 Mandated test results are returned from Nashville Regional Office to Clarksville-Montgomery County School System Central Office.
 - 5.1.1 Testing information is sorted and appropriate material is distributed to schools.
- 5.2 System and school summary test results are disaggregated and analyzed by system Testing Coordinator and Instructional Team to provide system and school diagnostic information.
- 5.3 Yearly academic progress is identified through construction of charts, graphs and tables.
 - 5.3.1 Individual schools are provided these tools to identify strengths and weaknesses targeting goals for school improvement plans.
- 5.4 Conferences are scheduled with building administrators and composite of test analysis are distributed to school administrators.
 - 5.4.1 Specified school personnel are provided training on effective usage of restricted test site for providing constant evaluation of individual student progress.
 - 5.4.2 Collaborative efforts and coordination across grade levels, teams, subject areas and feeder schools are encouraged.



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- 5.5 Teachers receive an email from the state department delineating how to access their teacher effect data through the state TVAAS website (<http://evaas.sas.com>). The email will contain username and password. Teachers also need their current TN license number to access the site.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Test Results
- 6.2 Chart
- 6.3 Graphs
- 6.4 Tables
- 6.5 Test Analysis
- 6.6 Teacher Effect Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Charts, graphs, tables, analysis, effect report	Instructional Dept. Office	Five years	Discard as Desired	Secured Building
Test results	Instructional Dept. Office	Five years	Shred	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/06/04		Initial Release
5/10/04	A	Change principals to school administrators in 5.4 and list test results separately with shred as disposition in 7.0
12/09/04	B	Update responsibility information
2/09/07	C	Update responsibility and remove Accountability Coordinator throughout procedure, add "with Instruction Team members" in 5.5
3/12/12	D	Per Dr. Sucharski-updated 5.5 to, updated logo.
1/8/16	E	Changed responsibility from Testing Coordinator to District Data Analyst.
8/29/19	F	Changed responsibility from District Data Analyst to Director of Accountability.

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6/23/22

Reviewed and no changed needed

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.





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