
State Mandated Testing Procedure (CUR-P007)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Curriculum Department administers state mandated tests for grades three through eight and ten in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Supervisor of Support & Management Services

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor of Support & Management Services

4.0 DEFINITIONS:

- 4.1 NCLB – No Child Left Behind
- 4.2 CMT – Connecticut Mastery Test
- 4.3 CAPT – Connecticut Academic Performance Test
- 4.4 Building Coordinator – Milford Public School District designee responsible for the coordination of testing materials and test administration at each school.
- 4.5 MPSD – Milford Public School District

5.0 PROCEDURE: -

- 5.1 To meet federal guidelines of the NCLB Act, the Connecticut State Mandated Testing Program meets the need of students in Connecticut.
- 5.2 Specific testing windows for CMT and CAPT are given to Milford Board of Education District Office from the Department of Education.
- 5.3 The Department of Education forwards all testing materials to Milford Board of Education District Office prior to the testing window.
 - 5.3.1 Testing materials are inventoried for accuracy against Department of Education's current year's test instructions.
 - 5.3.2 Testing materials are forwarded to each school building coordinator.
- 5.4 It is Milford's responsibility to administer the test for required testing dates.
 - 5.4.1 Testing is done at the school site and administered by the school staff.
 - 5.4.2 The building coordinator oversees the testing procedures and sends the testing materials back to the District Office.
- 5.5 The Milford Public School District Office assures that each school site has returned all testing materials in a timely manner.

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5.5.1 Testing materials are again inventoried for accuracy to ensure all materials returned to District Office from school sites.

5.6 Testing Materials are forwarded to the current year's testing company for scoring.

5.7 Test results are sent to the Milford Public School District Office electronically and via hard copy.

5.7.1 Milford Public School District disseminates test results to the school site.

5.7.2 School site disseminates student results to the parents and/or guardians.

5.8 Test results for the district are analyzed by the central office and building principals.

5.8.1 Test results are used to adjust curriculum design to, and to inform instruction to, meet the needs of the Milford Public School District students.

6.0 ASSOCIATED DOCUMENTS:

6.1 State Mandated Testing Materials

6.2 Test Results

6.3 Current Year Coordinators Manual

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
6.2 Test Results	Curriculum and Instruction Files	6 yrs after student leaves system	Shred	Locked Office

8.0 REVISION HISTORY:

Date:	R	Description of Revision:
	e	
	v	
	.	
8/25/2003	A	Initial Release
10/16/2003	B	Delete 6.2. 7.0 Delete Off-Year Tests and change storage and retention of Test Results
12/26/2003		Add Flowchart
11/1/2005	C	Add/delete language in 1.0; add staff member to 2.0; change staff member's title in 3.0; add definitions to 4.0; add language to 5.0; add associated document to
	D	6.0; adjust record retention table in 7.0

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