

USE AND DISSEMINATION OF TEST RESULTS

Under no circumstances will the results of any individual or group test be given to unauthorized people as defined in these policies. When interpreting individual or group test results, great care must be given so as not to identify any individual.

Individual student test scores may be reviewed with parents so long as adequate interpretation of said results are given by the teacher, counselor or principal. No report of test results shall be given to any unauthorized person without prior approval of the superintendent of schools.

All test results must be filed in a secure place not accessible to unauthorized individuals, and shall not be removed from the office or room they are stored in without authorization.

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Test results from the CTBS/Terra Nova, the Otis-Lennon Mental Ability test, and the state assessments will be sent from the testing companies to the office of the assistant superintendent. When these are received by the assistant superintendent, a meeting shall be scheduled with appropriate faculty in cooperation with each building principal. At each building meeting, the results of the tests given in that building will be reviewed.

Test results of the PSAT-National Merit Test, Scholastic Aptitude Test (SAT), and the American College Testing Program (ACT) will be sent from the testing companies direct to the office of the high school counselors. When said results are received by the counselors, they shall in cooperation with the building principal schedule a meeting with students and parents to review said results.

The availability of test results shall be as follows:

- I. Copies of individualized test results.
 - A. Will be stored in the offices of the superintendent, building principals, counselors and any other location designated by the building principals. Said results shall not be removed from designated locations without authorization but will be available for review by district administrators, building principals, counselors, faculty and parents/guardians. (Students 18 years of age may review their own test score results).
 1. When individual test results are reviewed by parents/guardians or students 18 years of age, a teacher, counselor or principal may be asked to interpret the test results.

II. Copies of group test results and group profiles.

- A. Will be stored in the offices of the superintendent, building principals and counselors. Said results shall not be removed from designated locations without authorization but will be available for review by district administrators, building principals, counselors and faculty members.

III. Requests by any other group or individual to review individual test results or group test results shall be referred to the superintendent of schools for approval.

The individual test results shall be placed in the student records as follows:

- A. CTBS/Terra Nova Achievement Test, Otis-Lennon Mental Ability Test, and state assessment results shall be placed on individual student's test record sheet.
- B. PSAT-National Merit Test, Scholastic Aptitude Test (SAT) and the American College Testing Program (ACT) shall be placed on the student's transcript.