



# Department of Defense Education Activity REGULATION

NUMBER 2000.06

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## ASSESSMENT AND ACCOUNTABILITY

SUBJECT: System-wide Assessment Program

- References:
- (a) DoDEA Regulation 2000.6, "System-wide Assessment Program," March 6, 2001, as amended (hereby canceled)
  - (b) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April 11, 2005
  - (c) DoDEA Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009

1. PURPOSE. This Regulation:

- a. Reissues Reference (a) to update policy and responsibilities for the Department of Defense Education Activity (DoDEA) System-wide Assessment Program.
- b. Authorizes DoDEA System-wide Assessment Program Guide that provides guidance on the appropriate use of assessments, data, and inferences on student achievement.

2. APPLICABILITY. This Regulation applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

a. All system-wide assessments administered in DoDEA measure student performance so that inferences can be made about student achievement in basic skill areas and provide a source of information for decision-makers concerning programs and services. All appropriate DoDEA personnel will ensure that all student assessment data are verified as complete and accurate. Principals are responsible for ensuring data verification in their schools.

b. All system-wide assessments used in DoDEA shall satisfy rigorous technical standards. The assessments selected for use within DoDEA shall:

- (1) Affect instruction and student learning in a positive manner.
- (2) Be one of several criteria used for making major decisions about student performance/achievement.
- (3) Align to clearly defined standards and objectives within the content domain being tested.
- (4) Be valid and reliable, and control for bias.
- (5) Be in compliance with the “Standards for Educational and Psychological Testing,” prepared by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education, 1999.

c. The results of each system-wide assessment identified to measure the achievement of students in DoDEA shall be used as one component of an assessment system for major decisions concerning the student’s future learning activities.

d. Security of all test instruments, materials, and results shall be maintained in accordance with the provisions of each assessment. Test administration should adhere to ethical practices in accordance with the standards of the education profession and test publishers’ instructions.

e. All DoDEA students in grades identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program. Students who have been identified as having disabilities or are English Language Learners shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment. (Reference b)

5. RESPONSIBILITIES. See Enclosure 1.

6. EFFECTIVE DATE. This Regulation is effective immediately.



Dr. Shirley A. Miles  
Director

Enclosures

1. Responsibilities
2. Assessment Security and Confidential Integrity Form for Assessment Coordinator and Site Administrator
3. Special circumstances

Glossary

Cancelled

ENCLOSURE 1

RESPONSIBILITIES

1. ASSOCIATE DIRECTOR FOR EDUCATION (ADE), DoDEA. The ADE, DoDEA, under the authority, direction, and control of the Director, DoDEA, shall:

- a. Exercise overall responsibility for the implementation of this Regulation.
- b. Ensure that the DoDEA System-wide Assessment Program is implemented according to this Regulation,
- c. Ensure that an annual report of student performance on system-wide assessments is submitted to Congress.

2. CHIEF, ASSESSMENT AND ACCOUNTABILITY, DoDEA. The Chief, Assessment and Accountability, DoDEA, under the authority, direction, and control of the ADE, DoDEA, shall:

- a. Ensure that the DoDEA System-wide Assessment Program is implemented according to this Regulation.
- b. Prepare the annual report to Congress, which is a part of the Director's Annual Report.

3. DODEA AREA SUPERINTENDENTS FOR CURRICULUM, INSTRUCTION, AND ASSESSMENT. The DoDEA Area Superintendents shall ensure that:

- a. The DoDEA System-wide Assessment Program is implemented according to this Regulation.
- b. A certified educator is selected at every Area office, district office, and school, to serve as the Assessment Coordinator for those sites.
- c. Training is provided for all Area, district, and school employees involved in system-wide assessments.

4. DoDEA ASSESSMENT COORDINATORS AND SITE ADMINISTRATORS. The DoDEA Assessment Coordinators and Site Administrators at the Area, district, and school levels shall:

- a. Supervise all procedures relating to the administration of the system-wide assessments.
- b. Sign and submit annually by October 1, a copy of the Assessment Security and Confidential Integrity Form for Assessment Coordinator and Site Administrator (Enclosure 2) to the next higher supervision level (i.e., school information submitted to districts, district

information submitted to Areas). The Assessment Security and Confidential Integrity Form is required because the assessment coordinator and site administrator are responsible for maintaining the security of system-wide assessments.

c. Conduct or coordinate training for all DoDEA employees involved in system-wide assessments. Assessment training should include, but not be limited to, test ethics, security, preparation, administration, and the appropriate use of test results.

d. Ensure that certified educators are responsible for administering the assessments. Non-certified employees may assist with the monitoring of the administration of the assessments in the classroom. However, they may not be a parent of any student being tested in that classroom or grade.

e. Ensure the security of assessment documents in accordance with the security measures specified by the test publisher and DoDEA.

f. Ensure that the administration of the assessment adheres to the guidance provided by DoDEA and the test publisher.

g. Report violations of assessment preparation or administration practices to the district superintendent, who will forward them to the Area Superintendent for Curriculum, Instruction, and Assessment. Area Superintendents for Curriculum, Instruction, and Assessment shall report assessment violations to the Director, DoDEA, and to the DoDEA Area Directors . The school administrator shall work with district and/or Area personnel to determine the most appropriate corrective action(s) to be taken.

h. Identify students who require a reasonable and appropriate assessment accommodation. (See Enclosure 3.)

i. Conduct and/or coordinate training for DoDEA employee and community groups as needed, which defines and promotes the appropriate use of individual student and summary system-wide assessment results.

j. Ensure that system-wide assessment results for students are reported to students, their sponsors, and their teachers. These results shall become part of the student's permanent academic record.

k. Ensure that student names and individual results are not displayed outside the classroom.

l. Actively participate in the administration, implementation, and use of the results of the system-wide assessment program, and be responsible for being fully knowledgeable of the ethical practices, security, objectives, and content domains of the selected tests.

ENCLOSURE 2

ASSESSMENT SECURITY AND CONFIDENTIAL INTEGRITY FORM  
FOR ASSESSMENT COORDINATOR AND SITE ADMINISTRATOR

I have read the DoDEA System-wide Assessment Policy, (DoDEA Regulation 2000.06) and enclosures governing the administration of the DoDEA student assessment program.

I understand my obligations concerning the security and confidential integrity of the assessments, and I am aware that serious consequences may result from a violation of assessment security and confidential integrity.

I will fully comply with all requirements concerning assessment security and confidential integrity.

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Signature of School, District, or Area Assessment Coordinator      Printed Name

Date: \_\_\_\_\_

School, District, or Area Name: \_\_\_\_\_

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Signature of Principal, Superintendent, or Area Superintendent of Curriculum, Instruction, and Assessment      Printed Name

Date: \_\_\_\_\_

School, District, or Area Name: \_\_\_\_\_

## ENCLOSURE 3

### SPECIAL CIRCUMSTANCES

#### 1. ACCOMMODATIONS AND ALTERNATE ASSESSMENTS.

a. Accommodations may be provided to students with disabilities, students with a DoDEA Accommodation Plan (DoDEA Instruction 2500.14 (Reference (c)), or English Language Learner (ELL) students. This decision is made by the special Case Study Committee, ELL Student Team, 504 Accommodation Team, or assessment team and documented in the student's education plan.

b. Students who are unable to participate in the system-wide assessment with or without accommodations will participate in the DoDEA Alternate Assessment. This decision is made by the special Case Study Committee, ELL Student Team, or assessment team and documented in the student's education plan (Reference (c)).

2. HOME-SCHOOLED STUDENTS. Home-schooled students, who are otherwise eligible to attend DoDEA schools on a space-required, tuition-free basis, may participate in DoDEA's norm-referenced standardized system-wide assessment at the request of their DoD sponsor.

a. Home-schooled students choosing to participate in the system-wide assessment will be tested in a classroom with their age-peers at the time normally scheduled for that classroom's assessment. Each student's sponsor will receive an individualized score report of the assessment results.

b. Scores earned by home-schooled students shall not be reflected in the school's summary scores.

c. Transportation costs associated with a home-schooled child participating in system-wide assessments shall be the responsibility of the child's sponsor, not the local school.

3. EXEMPTIONS. A DoD sponsor may choose to exempt his or her child from a system-wide assessment on the basis of any perceived conflict with family values or religious beliefs.

## GLOSSARY

### DEFINITIONS

alternate assessment. An instrument used in gathering information on the standards-based performance and progress of students whose disabilities preclude their valid and reliable participation in general assessments.

assessment coordinator. The individual who coordinates and facilitates the implementation of the DoDEA system-wide assessments at the school, district, or Area level.

content domains. The subject areas (e.g., biology) that are being tested.

control for bias. Monitoring the presence of some characteristic of an assessment that results in differential performance for individuals of the same ability due to the sex of an individual (male, female), and/or variances in ethnic, cultural, and religious backgrounds.

disability. A physical, sensory, cognitive, or affective impairment that causes a student to need special education.

English language learner (ELL). A student who is in the process of acquiring English as an additional language. The student may not speak English at all or, at least may not speak, understand, and write English with the same facility as his or her peers, due to an additional language influence.

norm-referenced assessment. A measure that reports student progress or achievement compared with a nationally representative group of students at the same grade level.

objectives. Desired educational outcomes.

reliable. Consistently measuring whatever an assessment happens to be measuring.

site administrator. The school principal or assistant principal.

standards. Broadly stated expectations of what students should know and be able to do in particular subjects and grade levels.

valid. Measuring what the assessment is supposed to be measuring.