



DoDEA REGULATION 1301.01

DoDEA COMPREHENSIVE ASSESSMENT SYSTEM

Originating Division: Performance and Accountability Directorate

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Incorporate and Cancels: DoDEA Regulation 2000.06, "System-wide Assessment Program," March 26, 2010

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and provides direction for the Department of Defense Education Activity (DoDEA) Comprehensive Assessment System (DoDEA-CAS).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders as well as staff and support staff.

1.2. POLICY. It is DoDEA policy that:

a. The DoDEA-CAS is administered system-wide throughout DoDEA to measure student academic status, progress, and performance in relation to the DoDEA College and Career Ready Standards (CCRS) and to provide a source of information for decision-makers concerning continuous improvement and accountability of programs and services.

b. All system-wide assessments selected for use within DoDEA are:

(1) In compliance with the current standards for testing as identified by the American Educational Research Association; the American Psychological Association; and the National Council on Measurement in Education (2014). The use of these references does not imply endorsement of these organizations by DoD or DoDEA.

(2) Aligned to clearly defined standards and objectives within the content domain being tested.

(3) Valid and reliable, and controlled for bias.

(4) One of several criteria used for making decisions about student performance, achievement, placement, and College and Career planning.

c. Security of all test instruments, materials, and results will be maintained in accordance with the provisions of each assessment. Test administration will adhere to ethical practices in accordance with the standards of the education profession and test publishers' instructions. A DoDEA-CAS manual will provide additional instructions to support testing security.

d. All DoDEA students in grades identified for system-wide assessments shall be included in the DoDEA-CAS. DoDEA students who have been identified as having disabilities shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations as per their Individual Education Plan (IEP), or through the use of

the appropriate DoDEA alternate assessment. DoDEA students must meet the eligibility criteria established by DoDEA to participate in the alternate assessment.

e. All aspects of administration shall respect DoDEA's commitment to ensuring against discrimination in accordance with Executive Order 13160.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director exercises overall responsibility and delegation for the implementation of this Issuance.

2.2. DODEA ASSOCIATE DIRECTOR FOR PERFORMANCE AND ACCOUNTABILITY. The DoDEA Associate Director for Performance and Accountability (ADP&A), under the authority, direction, and control of the DoDEA Director, exercises overall responsibility for the implementation of this Issuance.

2.3. DODEA ASSESSMENT DIVISION CHIEF. The DoDEA Assessment Division Chief, under the authority, direction, and control of the DoDEA ADP&A:

- a. Ensures the DoDEA-CAS is implemented according to this Issuance.
- b. Ensures training is provided for the administration of the DoDEA-CAS.
- c. Ensures reported violations of test security, administration procedures, and confidentiality of records are managed appropriately according to the violation and notifies respective DoDEA leaders.
- d. Reviews and summarizes all assessment score reports from the system-wide assessment and prepares reports for the DoDEA ADP&A. Ensures the distribution of individual student reports for system-wide assessments.

2.4. DODEA DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Directors for Student Excellence (DSEs):

- a. Ensure the DoDEA-CAS is implemented according to this Issuance.
- b. Ensure training is provided for all region, district, and school employees involved in the administration of the DoDEA-CAS.

2.5. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents:

- a. Exercise full responsibility for the implementation of the DoDEA-CAS in accordance with this Issuance at the assigned district and schools.
- b. Ensure a full-time certified educator is selected at every district office and school to serve as the assessment coordinator at the district level.
- c. Ensure training is provided for all district and school employees involved in the DoDEA-CAS.

d. Report violations of test security, administration procedures, and confidentiality of records to the DoDEA Assessment Division Chief.

2.6. DODEA DISTRICT ASSESSMENT AND ACCOUNTABILITY INSTRUCTION SYSTEM SPECIALISTS. The DoDEA District Assessment and Accountability Instruction System Specialists:

a. Coordinate all test administration and online test activities for the DoDEA-CAS and serves as the district assessment coordinator.

b. Ensure an Assessment Security and Confidential Integrity Agreement provided to all schools and districts from DoDEA Headquarters, is collected for all assigned schools annually, no later than the fourth week of the school year.

c. Provide training to DoDEA School Principals and School Assessment Coordinators involved in the DoDEA-CAS. Training should include, but not be limited to: test ethics, confidentiality, security, preparation, online administration, administration, and the appropriate use of test results.

d. Report violations of test security, administration procedures, and confidentiality of records to the DoDEA District Superintendent.

2.7. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals:

a. Exercise full responsibility for the implementation of the DoDEA-CAS in accordance with this Issuance.

b. Appoint a DoDEA certified educator to serve as the school assessment coordinator.

c. Submit a signed Assessment Security and Confidential Integrity Agreement no later than the fourth week of the school year to the district' DoDEA District Assessment and Accountability Instruction System Specialist.

d. Ensure training is provided for all school employees involved in the DoDEA-CAS

e. Assign DoDEA certified educators to serve as test administrators and non-certified employees to serve as monitors and proctors. Test administrators and proctors may not be a parent, guardian, or sponsor of any student being tested in that testing location or grade level.

f. Prepare all testing sites, which includes but is not limited to:

(1) Adequate student workspace.

(2) Proper lighting.

(3) Good ventilation.

(4) Sufficient wireless connectivity.

(5) Inventory of computers for online testing.

g. Report violations of test security, administration procedures, and confidentiality of records to the DoDEA District Superintendent and conduct investigations, as needed.

h. Ensure results from all system-wide assessments are reported to DoDEA students, their sponsors, and their teachers. These results shall become part of the student's permanent academic record.

2.8. DODEA SCHOOL ASSESSMENT COORDINATORS. The DoDEA School Assessment Coordinators:

a. Execute administration of the DoDEA-CAS in accordance with this Issuance, DoDEA guidance, and assessment publishers.

b. Submit a signed Assessment Security and Confidential Integrity agreement annually to the District Assessment and Accountability Instruction System Specialist no later than the fourth week of the school year.

c. Provide training for all school employees involved in the DoDEA-CAS. Training should include, but not be limited to: test ethics, confidentiality, security, preparation, online administration, administration, and the appropriate use of test results.

d. Ensure DoDEA certified educators serve as test administrators and non-certified employees serve as monitors and proctors. Test administrators and proctors may not be a parent of any student being tested in that testing location or grade level.

e. Ensure all testing sites, which includes but is not limited to:

(1) Adequate student workspace.

(2) Proper lighting, good ventilation.

(3) Sufficient wireless connectivity.

(4) Inventory of computers for online testing.

f. Maintain security of all assessment platforms and documents (e.g., test booklets used scratch papers, and online test tickets) to the security measures specified by the test provider and DoDEA.

g. Ensure DoDEA students are identified and are provided reasonable and appropriate assessment accommodations in accordance with IEP, 504 Accommodation Plans, or English Learner (EL) Plans.

h. Report violations of test security, administration procedures, and confidentiality of records to the DoDEA School Principal.

SECTION 3: PROCEDURES AND SPECIAL CIRCUMSTANCES

3.1. GENERAL TESTING PROCEDURES. Each assessment will follow DoDEA's and the vendor's guidelines regarding items such as, but not limited to:

- a. Policies and procedures for test security and ethical practices.
- b. Administration procedures.
- c. Confidentiality of records
- d. Timing for the assessment, absences, and disruption of testing.

3.2. ACCOMMODATIONS AND ALTERNATE ASSESSMENTS.

a. Accommodations may be provided to students with disabilities with an IEP or 504 Accommodation Plan or students who are EL. This decision is made by the Case Study Committee (CSC), the 504 Accommodation Team, or the EL Student Team, and documented in the student's IEP, 504 Accommodation Plan, or EL Plan.

b. Students with an Accommodation Plan who are unable to participate in one of the DoDEA system-wide assessments with or without accommodations will participate in the appropriate DoDEA alternate assessment. This decision is made by the CSC or EL Student Team and is documented in the student's IEP or EL plan. Students must meet the eligibility criteria established by DoDEA to participate in the alternate assessment.

3.3. HOME-SCHOOL STUDENTS. Home-schooled students, who are otherwise eligible to attend DoDEA schools, may participate in the DoDEA-CAS at the request of their sponsor in accordance with DoDEA Administrative Instruction 1375.01.

a. Home-school students choosing to participate in any of the system-wide assessments within the DoDEA-CAS will be tested with their grade-level or course peers at the time normally scheduled for the assessment in the school in which they are authorized to enroll.

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

c. Transportation costs associated with a home-school child participating in the DoDEA-CAS shall be the responsibility of the child's sponsor.

3.4. STUDENTS ENROLLED IN ADVANCED COURSES. DoDEA students who are enrolled in advanced or accelerated courses will participate in the appropriate assessments for which the student has completed the course content.

3.5. EXEMPTIONS. A sponsor may choose to exempt his or her child from any of the assessments in the DoDEA-CAS based on any perceived conflict with family values or religious beliefs. A sponsor must submit a written request for the exemption of his or her child from any or all parts of an assessment in the DoDEA-CAS, to the principal of the school. The sponsor must initiate the request as the school, district, or any employee cannot solicit or encourage any written request on behalf of the child.

GLOSSARY

G.1. ACRONYMS.

ADP&A	Associate Director for Performance and Accountability
CCRS	College and Career Ready Standards
CSC	Case Study Committee
DoDEA-CAS	DoDEA Comprehensive Assessment System
DSE	Director for Student Excellence
EL	English learner
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Plan

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

504 Accommodation Plan. A written plan developed by the 504 Accommodation Team specifying the nature of the student’s disability and the major life activity it limits.

accommodation. Resources, practices, or procedures documented in a student’s IEP, 504 Accommodation Plan, or EL Plan, which the student regularly uses in the classroom for instruction and/or assessment(s). Accommodations are intended to remove barriers that may exist due to a student’s disability or level of English proficiency. Accommodations cannot fundamentally alter the comparability of student test scores; rather, they are intended to establish an equal playing field so students with disabilities or English learners can take an assessment on an equal basis with general education students.

alternate assessment. An objective and consistent process or assessment that validly measures the performance of students with significant cognitive disabilities who are unable to participate, even with appropriate accommodations, in a system-wide assessment.

assessment. A process used to collect information about individuals, groups, or systems that relies upon a number of instruments, one of which may be a test.

DoDEA-CAS. Includes all of the system-wide assessments administered throughout DoDEA schools. The program includes formative, interim, and summative assessments.

DoDEA Assessment Coordinator. Full-time, certified educator who coordinates and facilitates the implementation of the DoDEA Comprehensive Assessment System at the district or school levels.

DoDEA Comprehensive Assessment System manual. A supplement that provides uniform procedures and instructions to support testing administration.

Individualized Education Plan. A written document that is developed, reviewed, and revised at a meeting of the case study committee, identifying the required components of the individualized education program for a child with a disability.

online test. A test administered on a computer; test takers respond by using a keyboard, stylus, or other response devices.

permanent academic record. A compilation of student records including individual student assessment reports.

proctors. Non-certified DoDEA employees who are trained to assist a test administrator with the administration of system-wide assessments.

reliable. The degree to which test scores for a group of test takers or every individual student are consistent over repeated applications of a measurement procedure and hence are inferred to be dependable and consistent for an individual test taker; the degree to which scores are free of random errors of measurement for a given group.

student academic status. Students' individual strengths, weaknesses, knowledge, and skills prior to instruction.

students with disabilities. Students who are eligible to receive services pursuant to Section 1400 et seq. of Title 20, United States Code, also known as "The Individuals with Disabilities Education" or "IDEA" or Section 701 et seq. of Title 29, United States Code, also known as "Section 504 of the Rehabilitation Act of 1973."

system-wide. An assessment that is administered throughout DoDEA.

test administrators. DoDEA certified educators who are trained to administer system-wide assessments.

test publisher. An entity, individual, organization, or agency that produces and/or distributes a test.

test security. Protection of the content of the test from unauthorized release of use, to protect the integrity of the test scores so they are valid for their intended use; includes established procedures to ensure current or future confidentiality, fidelity and integrity of a test whereby public access is limited and strictly monitored, with clearly outlined consequences for breaches in test security.

valid. The degree to which accumulated evidence and theory support a specific interpretation of test scores for a given use of the test. If multiple interpretations of a test score for different uses are intended, validity evidence for each interpretation is needed.

REFERENCES

- American Educational Research Association; American Psychological Association; and National Council on Measurement in Education. “Standards for Educational & Psychological Testing,” 2014 Edition, Washington, DC: 2014
- DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoD Manual 1342.12, “Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015
- DoDEA Administrative Instruction 1375.01, “Home-School Students,” April 10, 2018
- DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended
- Executive Order 13160, "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs," June 23, 2000
- United States Code, Title 20, Section 1400 et seq. (also known as “The Individuals with Disabilities Education Act” or “IDEA”)
- United States Code, Title 29, Section 701 et seq., (also known as “The Rehabilitation Act of 1973”)