

<b>Timberlane Regional School District</b>	<b>Policy Code: ILB</b>
<b>Adopted: 05-06-93</b> <b>Reaffirmed: 02-24-05</b>	<b>Page 1 of 1</b>

## **TEST ADMINISTRATION**

Good educational practice and teaching includes many forms of student assessment and evaluation, including quizzes, tests, exams, writing samples, oral reports, research papers, artwork, models, culminating projects, etc. Our educational approach emphasizes peer instruction, cooperative learning, process learning, and other forms of student interaction which require the sharing of students' work with fellow students as an integral part of the learning process and experience. In any sharing of student work with fellow students, the teacher carries the responsibility for protecting and enhancing each child's positive self-image, dignity, and worth.

Teachers hold the final responsibility for the assessment of student progress and the awarding of grades. Therefore, teachers or teacher assistants must correct major tests or exams. Likewise, the grades received should be kept as private and confidential as possible. Minor quizzes and other daily work where immediate correction, diagnosis, and/or remediation is necessary, and where it is a part of the learning process, may be corrected on the spot by students, providing the results are reviewed for accuracy by the teacher before a final grade is assigned.

Any student and/or parent aggrieved by this process should pursue these concerns through the Conflict Resolution Policy KE.