



## Instilling Accountability, Responsibility, & Respect.

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### **ASSESSMENT MONITORING POLICY**

#### **Purpose:**

To establish a monitoring policy over assessments administered outside the purview of the LEA and ascertain that the administration of assessments complies with Board Rule 277-404.

#### **Policy:**

All assessments not administered on-site at the C.S. Lewis Academy facility will be conducted by an individual trained by the C.S. Lewis Academy staff.

#### **Procedure:**

1. Assessments will be conducted by C.S. Lewis Academy employees whenever possible.
  - a. When impossible or impractical to have C.S. Lewis Academy employees conduct assessments, employees of third-party vendors may be designated to conduct assessments.
  - b. Any employee of a third-party vendor who will be responsible for administering mandated assessments shall be trained directly by C.S. Lewis Academy staff.
  - c. All assessments shall be conducted in accordance with state ethics.
  - d. An annual signed ethics statement shall be kept on file for all third-party vendor employees trained by C.S. Lewis Academy staff, and authorized to administer mandated assessments.