



**Instilling Accountability, Responsibility, Respect**

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## **ASSESSMENT MONITORING POLICY**

### **Purpose:**

To establish 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.

Board approval May 15, 2014