

CFS Testing Policy

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Document Owner, Title	CFS Testing Coordinator
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Review Frequency	Annually
Approved By/Date	Board

PURPOSE

The purpose of this policy is to define the steps by which Cornerstone Family Schools (CFS) students meet the required annual standardized testing as defined by CFS.

DEFINITIONS

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS.

Stanford 10: the approved norm-based standardized test utilized for CFS testing.

American Association of Christian Schools (AACCS): the association that CFS belongs to and who negotiates with Pearson on behalf of CFS for testing supplies and scoring.

Pearson: the company contracted by AACCS to provide testing documents and scoring of said documents.

PROCEDURE

All CFS students in grades 3 through 11 are required to either participate in annual CFS standardized testing utilizing the Stanford 10 achievement test, **or** to submit standardized testing results utilizing an approved alternate test. The following defines both processes:

I. IF TESTING WITH CFS

1. CFS students in grades 3 through 11 are required to participate in annual CFS standardized testing utilizing the Stanford 10 achievement test.
2. CFS standardized testing is available but not required for 12th grade CFS students.
3. CFS standardized testing is not available for K-2nd grade CFS students.
4. CFS students will be tested at the grade level the parents of said students indicate on the CFS re/application form due by June 1. Parents may not request changes to the grade level at which their child/children are tested at after the forms are submitted to the CFS registrar at time of re/enrollment. (Grade level and standardized testing level need not be same on the CFS application form completed by the parent(s)).
5. In the event of a family emergency or illness, CFS usually conducts a make-up testing time. If a student is testing with CFS but cannot test during the first organized testing time due to illness or other special situation, the student must test during the second date of organized testing. Parent(s) of students testing during the second date of organized testing will be required to be present all 3 days of make-up testing to administer the tests (but not to their own children). Students who cannot attend the make-up session will need to be tested outside of CFS at the parent's expense.
6. All reasonable efforts will be made to accommodate any child/children with special testing needs during CFS testing dates. Parents must notify the testing coordinator of any special needs prior to January 31. Families who have a student with special needs/disabilities may request an exception from CFS standardized testing for that student(s). This request must be presented to the CFS Testing Coordinator who will, in consultation with the CFS Board, consider the request. Each request will be considered on an individual basis.
7. Any CFS student who is not participating in CFS standardized testing and is at the testing site will be required to study quietly in the designated location unless they are pre-approved to assist in the childcare room. Then they will be under the guidance of the Child-care Coordinator.
8. We (CFS parent/students) will graciously follow the rules set forth by AACCS, Pearson and our testing facility. We are guests in our testing facility and will represent CFS in an appropriate manner.
9. Discipline issues will not be tolerated (this includes but is not limited to: behavior, use of electronic devices, and/or other items outlined in emails sent prior to the testing event). Parents and or students who violate rules, are disrespectful, rude, have behavior that is

not becoming of a CFS member will be asked to leave the testing site. Standardized testing will then become the responsibility and financial burden of the parents. (See also Section II: Not Testing With CFS.) Additionally, membership in CFS may be terminated at the discretion of the CFS Board.

II. IF NOT TESTING WITH CFS

1. Families with students who are required to test but are choosing not to test with CFS must inform the CFS Testing Coordinator at the time such request is made. Usually via email in January.

2. Parents testing outside of CFS must use a norm-based standardized achievement test that is approved by CFS. The following approved norm-based standardized achievement tests may be used: Stanford 10, Terra Nova, and Iowa Test of Basic Skills. All portions of the named tests must be completed in order to meet CFS standardized testing requirements. Families who have a student with special needs/disabilities may request an exception from CFS standardized testing for that student(s). This request must be presented to the CFS Testing Coordinator who will, in consultation with the CFS Board, consider the request. Each request will be considered on an individual basis.

3. High school students (grades 9-11) may submit the following tests in lieu of testing with CFS. Approved tests: ACT, SAT, PSAT, and COMPASS. (All portions of the approved test must be completed to meet CFS standardized testing requirements.) High school students (grades 9-11) must still have yearly test results submitted either by testing with CFS or utilizing one of the above named tests.

4. Testing results must be submitted to the CFS Testing Coordinator prior to re-enrollment in CFS (June 1). Those students/families not having testing results submitted by June 1 will not be re-admitted to CFS until re-enrollment forms, test scores, and membership fees (plus late fees) are paid. Re-instatement of CFS membership and its privileges will be at the discretion of the CFS Board of Directors.

VERSION HISTORY

Version	Description	Date
1.1	All July 1 due dates changed to June 1. —Hope Marshall	9.29.19

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