

Administrative Procedure 363

SPECIALIZED ASSESSMENT

Background

The Division believes specialized assessments will serve to enhance the educational program by gathering information about students and inform programming recommendations.

Procedures

1. The purposes of specialized assessments are as follows:
 - 1.1 To assist the Teacher in planning for instruction;
 - 1.2 To assist the School Administrator(s) and staff in assessing the effectiveness of the educational program offered in the school;
 - 1.3 To provide information for educational and career counselling;
 - 1.4 To assist in tracking students' progress.
2. Psychological and other specialized assessments may be administered to individual students in order to plan appropriate programs. Such assessment requires formal application and approval using Forms 363-1(a,b), 363-2, 363-3 and 363-4.
3. Qualified professionals shall conduct specialized assessments, interpret results and provide programming recommendations to parents/guardians, teachers, and other appropriate personnel.
4. The parent/guardian or adult student must provide written informed consent for a specialized assessment to be completed. This documentation of consent must be retained with the final summary reports.
5. Specialized assessments shall be conducted in accordance with the expectations outlined by the standards and guidelines set by each professional organization for its members.
6. Specialized assessment reports and summaries shall be stored in the digital Student Record. Protocols and raw data are not to be retained in the Student Record; instead kept in a separate secure school file for one (1) year and then destroyed.
7. Release of information from a specialized assessment to a third party shall only be released with written informed consent of the third party, the parent/guardian or adult student, or in compliance with a court order.
8. Parents/guardians or adult students are responsible for costs of specialized assessments obtained outside the Division, unless the decision to obtain an outside specialized assessment is made by the Superintendent.
9. Teachers may administer standardized tests to individual students or groups to assist with program planning.

References: Section 18, 53, 56, 196, 197, 222 Education Act; Student Records Regulation 97/2019; FOIP Act

Forms: Specialized Student Assessment - Guiding Document (363-1a)
Specialized Student Assessment - Request for Consideration (363-1b)
Specialized Student Assessment or Consultation - Consent (363-2)
Specialized Student Assessment Referral - Parent Form (363-3)
Specialized Student Assessment Referral - Teacher Form (363-4)

Amended: Sep 2021