

SPECIALIZED ASSESSMENT

Background

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

Definition

Specialized assessment means the administration of a standardized assessment tool to an individual student for the purposes of developing and informing individualized programming. Specialized assessments may include administration of tests of intellectual abilities, academic performance, emotional and behavioural development, and/or adaptive functioning.

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. Specialized assessment requires formal application and approval using Forms 363-1(A, B).
3. The parent/guardian or independent student must provide written informed consent for a specialized assessment to be completed, using Form 363-2. This documentation of consent must be retained with the final summary reports. As required, additional information may be gathered using Forms 363-3 and 363-4.
4. Qualified professionals, trained in the administration and interpretation of the assessment tool being utilized, shall conduct the assessment, interpret results and provide programming recommendations to parents/guardians, teachers, and other appropriate personnel.
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. As per AP 320 (Student Records), specialized assessment reports and summaries shall be stored in the digital Student Record. Response booklets, records forms and score reports with raw data are not to be retained in the Student Record.
7. Specialized assessment information shall only be released to a third party with written informed consent from the parent/guardian or independent student, using Form 320-2, or in compliance with a court order.
 - 7.1 Third-party professionals completing specialized assessments may request student information. These requests are to be submitted directly to the Principal by the requesting professional. If approved by the Principal, the student information is sent directly to the requesting professional.

8. Parents/guardians or independent 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

Related APs: Student Records (AP 320)

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)
	Release and Sharing of Confidential Information Consent	(320-2)