

Superintendent Procedure 2080SP.B **Third-Party Test Administration**

Approved by: s/Larry Nyland Date: 12/6/17

Dr. Larry Nyland, Superintendent



Third party agencies or organizations that administer tests to Seattle Public School students during the school day or on school property must comply with all federal and state laws as well as all Seattle Public School policies, procedures, and guidelines.

When voluntary admission, aptitude, or career-enhancing tests are administered to students, schools that offer the test must inform students and parents/guardians that the test is voluntary.

When outside tests are administered at school, the complete name of the test and testing organization should be given to students and families. For example, students or their parents/guardians should be informed that the AP Exam is the Advanced Placement Program® (AP®) Exam, administered by the College Board; and that the ASVAB is the Armed Services Vocational Aptitude Battery, administered by the Department of Defense.

When the administration of outside tests is organized by the school or the District, the school must work with third-party agencies or organizations to provide appropriate test accommodations for students with Individualized Education Plans (IEPs) or Section 504 accommodation plans.

Approved: December 2017

Revised:

Cross Reference: School Board Policy No. 2080