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TO: Members of the State Board of Education
FROM: Lillian M. Lowery, Ed.D. *Lillian M. Lowery*
DATE: October 28, 2014
SUBJECT: COMAR 13A.03.04 Test Administration and Data-Reporting Policies and Procedures
AMEND
PERMISSION TO PUBLISH

PURPOSE:

To request that the State Board grant permission to publish amendments to COMAR 13A.03.04, Test Administration and Data-Reporting Policies and Procedures.

BACKGROUND:

The first proposed amendment updates COMAR 13A.03.04.01 to include the current assessments used by the State. The State has discontinued the Maryland School Assessments in reading and mathematics and has now begun using the PARCC (Partnership for Assessment of Readiness for College and Career) assessments. The State is also introducing the Kindergarten Readiness Assessment (KRA) in school year 2014-2015.

The second proposed amendment updates COMAR 13A.03.04.03 to allow for the electronic archival of paper documents. MSDE already requires the retention of test-related documents in this section for six years. Due to space limitations faced by many local school systems and increased capabilities in technology, MSDE should allow for the electronic archival of paper documents.

EXECUTIVE SUMMARY:

Feedback on these proposed amendments was requested and has been received from the local superintendents of schools and local accountability coordinators from each school system as well as the school test coordinators for the non-public schools. Comments were reviewed and changes were made accordingly to address potential concerns. A summary of the comments received with responses is as follows:

Members of the State Board of Education

October 28, 2014

Page 2

Why is MSA still listed?

- MSA Science is still administered.
- There may be issues related to scoring, parent review, etc. for Reading & Mathematics that warrant MSA to remain on the list.

Will COMAR address the “opting out” concern?

- MSDE is having discussions as to the best method for addressing this.

Give guidance on how to handle the electronic storage - What forms of electronic storage may be used? How do schools store the electronic documents? How do schools make sure the storage “works,” i.e., saved properly? In what formats should they be saved?

- It’s best to keep the amendment simple. It’s too complex to go into specifics about how the documents should be stored.

What about electronic signatures? Will this be addressed in COMAR?

- The STASC is currently researching this and will consider language for an amendment at a later time.

ACTION:

I am recommending that the State Board grant permission to publish the amendments to COMAR 13A.03.04 in the Maryland Register (attached).

Attachment

COMAR 13A.03.04 (AMENDMENTS)
Test Administration and Data-Reporting Policies and Procedures

.01 Scope.

This chapter applies to:

A. Tests administered by or through the State Board of Education including but not limited to:

(1) *The Partnership for Assessment of Readiness for College and Career Assessments*; [The norm-referenced test or tests in use by the State;]

(2) *The Maryland School Assessment (Science)*; [The Maryland Functional Testing Program;]

(3) *The Alternate Maryland School Assessments (Reading and Mathematics) to be replaced by the National Center and State Collaborative Assessments for Reading and Mathematics in school year 2016-2017 (The Alternate Maryland School Assessment for Science will remain in effect)*; [The Maryland School Assessment;]

(4) *The Maryland High School Assessments in Government and Science*; [The Alternate Maryland School Assessment;]

(5) *The Kindergarten Readiness Assessment*; [The High School Equivalency Program Test (GED);]

(6) *The norm-referenced test or tests in use by the State*; [Teacher Certification Tests;]

(7) *Educator Credentialing Tests*; and [High School Assessment Tests; and]

(8) (text unchanged)

B. (text unchanged)

C. (text unchanged)

.03 Local School System Test Administration and Data-Reporting Policies.

A. – D. (text unchanged)

E. *Electronic Archival of Documents.*

It is acceptable for each local school system to develop and adopt policies and procedures for the secure electronic archival of paper documents.