

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, 363-2, and 363-3
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.
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 results shall be stored in the Student Record.
7. Release of information from a specialized assessment to a third party shall only be released with written informed consent of 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 (ie. Fountas & Pinnell, WIAT, etc).

Reference: Section 18, 20, 23, 39, 60, 61, 113, School Act

Forms:	Specialized Student Assessment or Consultation - Consent	363-1
	Specialized Student Assessment Referral - Parent Form	363-2
	Specialized Student Assessment Referral - Teacher Form	363-3

Amended: September 2019