

INSTRUCTION – ASSURANCE OF MASTERY – ADMINISTRATIVE PROCEDURE

The procedure will involve testing for Assurance of Mastery through the use of standardized communications and mathematics inventory tests in grades 3, 5, 8 and 11, and life skills in grades 8 and 11. Tech judgment inventories will be used at all grade levels when necessary.

I. Procedure for Determination of Student Progress and Mastery in Communication, Mathematics and Life Skills.

This procedure is based on the Bemidji Area Schools statement of intended learner outcomes and the expected levels of mastery in the curriculum areas of communication, mathematics and life skills. The flow chart provides a schematic overview of this district's Assurance of Mastery Process.

II. Criteria for Judging Individual Student Mastery Attainment.

The following factors shall be included in the determination of an individual student's progress and level of mastery attainment:

- A. The district's established statement of learner outcomes as specified at each instructional level. This includes the agreed upon expected mastery level of those outcomes.
- B. A criterion based objective test – Communication Inventory, Basic Mathematics Inventory, Life Skills Inventory – which has integrity to the district's established learner outcomes.
- C. Teacher(s) subjective judgment based upon:
 - 1. Classroom observations;
 - 2. Student's cumulative communications and mathematics record and life skills performance; and
 - 3. Generalized standardized test information indicative of the students' performance as compared to local norms and indicative of the student's potential learning level as described in ability test scores.

The final judgment for an individual student shall be determined by a weighting of the factors shown as follows:

- A. District Approved Tests:
Weighted 40% (Minimum Score Ratio = 40)
(One point equals one percent)
- B. Teacher(s) Judgments:
Weighted 17% (Maximum Score Ration = 17)
(Teacher may award 0-17 points on subjective judgments.)

A minimum of the combined examination points and teacher judgment points is required to pass the Assurance of Mastery examination.

Assurance of Mastery Check Point Schedule:

The Assurance of Mastery Check Point dates will be scheduled to coincide with the norming dates of the district selected nationally based criterion referenced examination which is normed in October and April.

The regular Assurance of Mastery examination dates for Bemidji Area Schools will be scheduled for April of each year.

Interpretation of Assurance of Mastery Examination:

A student will pass the district Assurance of Mastery test if:

- A. The score on the examination is 40 or more; or
- B. The score on the examination is at least 23 plus the teacher judgment points equal 17 for a total of at least 40 points.

A student will not pass the district Assurance of Mastery test if the combined score on the examination and the teacher judgment points is less than 40.

Remediation and Implementation:

If a student does not pass the district Assurance of Mastery examination, a plan of remediation will be developed for the student.

Parent Conference:

When a student is not making sufficient progress toward mastery in communications, mathematics or life skills, a parent conference will be held to establish a Special Learning Plan for the student. The student will then be given instruction geared toward remediating the specific deficits outlined in the Special Learning Plan.