



February 9, 2023

Dr. Sutherlin,

The Robinson High School (RHS) administrative and testing team began investigating their percentage of students tested soon after the ACT Aspire preliminary data was released. The RHS team determined that there were irregularities and inconsistencies with information provided by the testing team. The RHS administrative team concluded that the violation of testing less than 95% of students was a result of the reasons listed below.

1. The RHS testing coordinator acted unprofessionally and falsified information to the administrative team. The person in question stated multiple times during makeup exams and afterward that we had reached the 95% threshold.
2. During makeup exams, the administration administered AP exams at a site off campus. Off-site testing hampered the school's ability to monitor the makeup testing effectively.
3. Many students, due to Covid-19, had chronic absenteeism. The RHS team worked extremely hard to get students to campus for testing, but they refused.
4. Multiple students were issued disciplinary sanctions during make-ups. They had missed the initial testing window due to absenteeism. The administration determined that the students violated the student handbook and issued disciplinary actions for those violations.
5. Multiple students, under DHS supervision, were placed in mental care facilities. Students under such care and not receiving instruction on campus affected efforts to test.
6. Students within the RHS DRIVEN (SOI) program did not come to the main campus for testing. The 2021 - 2022 school year was the first year of state-mandated testing with the RHS SOI Driven program. Communication was the issue of the breakdown between the former test coordinator and faculty members.
7. Makeup testing occurred during the spring-athletic season. RHS has a large number of students who participate in spring athletics.

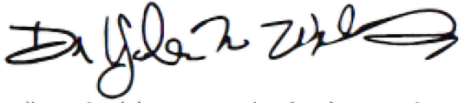
After reviewing their process and areas that were of concern, the RHS administration and testing team recognized the testing irregularities which caused the school not to reach the mandated 95% testing of the student population. The team has developed an action plan to address these irregularities. The following are steps have been taken by the school administration to ensure students are tested:

1. Removal of the former testing coordinator. The district has hired a new testing coordinator.
2. Bi-monthly meetings, beginning in August, with the testing team to ensure RHS has a streamlined process.
3. Creation of written procedures for administration, the testing coordinator, and faculty.

4. Creation of new testing forms to ensure attendance numbers.
5. Creation of new make-up testing procedures with attendance.
6. Clear communication between the registrar, administration, and testing coordinator of students on the school roster but in a specialized facility that does not allow them to test at school.

Please feel free to contact me should any other information be needed.

Respectfully,

A handwritten signature in black ink, appearing to read 'Yolaundra Williams', with a stylized flourish at the end.

Yolaundra Williams, Ed.D
Director of Educational Accountability and Special Projects