

Avoiding Retesting Students in Grades 3 – 8 without Explicit Parental Consent

Updated 8/28/15

The Rule: *Appendix B: Student Inclusion* of the Test Administration Manual states that, for OAKS Online Science and Social Sciences, districts may not retest students in grades 5 or 8 who have already met or exceeded the achievement standard unless the district first receives explicit consent from the student's parent or guardian for the current school year.

Promising Practices: The following procedure can be used to help identify students who have met or exceeded on their first test opportunity and ensure that they are not retested unless the district first receives explicit parental consent:

1. District Test Coordinators (DTCs), School Test Coordinators (STCs), or Test Administrators (TAs) use the participation report filters in the Test Management Center of OAKS Online Reports to identify which students met or exceeded on their first opportunity.
2. DTCs or STCs place a restriction in TIDE for all students who have met or exceeded in a particular content area to block those students from retesting accidentally.
3. DTCs or STCs consult district policy and the [Best Practices Guide for Administering OAKS](#) for guidance on identifying when it is appropriate to retest a student who has already met or exceeded the achievement standard.
4. DTCs or STCs identify students for whom retesting is appropriate, consistent with both district policy and the Best Practices Guide, and follow district procedures for obtaining explicit parental consent to retest these students.
5. DTCs or STCs remove the restriction in TIDE for those students who have explicit parental consent to retest.
6. Just prior to testing, TAs do a “just in time” check using the participation report filters in the Test Management Center of OAKS Online Reports to identify any additional students who may have met or exceeded on their first opportunity in the interim period and provide alternative activities for these students while their peers are testing.
7. When approving students to start their tests, TAs review the color-coded test opportunity next to each student's name and ensure that only students who either did not meet on their first test opportunity or who received explicit parental consent to retest are approved to start their second test opportunity.