

ADMINISTRATIVE REGULATION

No. 222(a)

Board of Trustees
Douglas County School District

PROGRAM

COMPETENCY APPEAL PROCEDURE

All Douglas County students will be expected to meet or surpass achievement level test passing scores in the content areas of reading, language usage, basic mathematics, Integrated I mathematics, science, American History, and American Government. Students will be required to meet or exceed these scores by the time that they are ready to graduate. Without meeting these performance standards, a student would not be allowed to graduate until he/she demonstrated competency in the above-described assessments.

It is recognized, however, that there may be circumstances (e.g., illness, family emergency) that occur during a time when achievement level tests are being administered. In some cases, the particular circumstance could preclude a student from performing at a level commensurate with his/her ability. In addition, some students' performance on standardized assessments might, at times, be erratic. Therefore, the assessment results may not consistently portray the skills and knowledge of the student.

The Competency Appeal Process has been designed as a standardized assessment safeguard. Following the receipt of district achievement level test results in a particular content area, a 12th-grade student and his/her counselor may challenge his/her achievement level test scores.

The following challenge process will be implemented:

- The student and the parent receive the student's achievement level test score(s).
- The student's score(s) fall short of the passing score that has been determined for that exam.
- The student and/or the parent may request a ["Competency Assessment Appeal Process" form](#) from his/her counselor.
- The counselor will explain the challenge process to the student and/or the parent and clarify for the student and/or the parent the types of data that can be considered in the challenge process.

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- The counselor and the student will:
 1. Identify the achievement level test(s) that is/are being challenged. The student and/or the counselor bring forward documentation that shows the student's competence in a content area(s) as determined by an alternative assessment (e.g., HSPE; SAT; PSAT; AP; NRT).
 2. Complete the form and attach appropriate documentation.
- The form and the student's documentation are reviewed by a committee consisting of the Directors of Grants and Assessments; Curriculum and Instruction; and Special Services; and the Assistant Superintendent for Education Services.
- The committee determines whether or not the score(s) that the student has earned on the alternative assessment is/are consistent with achievement level test passing scores for each content area. In addition, consideration is given to student enrollment in appropriate courses; student participation in summer school as needed; and student enrollment and participation in remediation opportunities throughout his/her high school enrollment.
- The administrator, counselor and student are notified of the committee's decision. A copy of the notification will be placed into the student's StAR folder.

[See Policy related to this Administrative Regulation](#)

See also: Administrative Regulations [222](#), [222\(b\)](#)

Adopted: April 2001
July 2010