



RED CLAY CONSOLIDATED SCHOOL DISTRICT

## ADMINISTRATIVE MEMORANDUM

---

### RETURNING TESTS AND EXAMINATIONS TO STUDENTS AND PARENTS | 7001.3

All tests and examinations, except those which the school administration has identified as standardized and/or departmental (i.e., tests/examinations that are used by more than one teacher or on more than one occasion and, therefore, necessitate strict security), must be returned or made available to students and parents upon request.

In the case of tests/examinations determined to be standardized and/or departmental, a teacher who receives a request from a parent and/or student must offer one of the two following options:

1. The teacher will schedule a conference, per the school's established practice to review the test with the parent and/or student at the school; or
2. The teacher will:
  - a. Provide a summary of the concepts contained in the test/examination that can be used to conduct a review independent of the teacher; and
  - b. List areas of the student's skill and content weaknesses that were identified by the test/examination results and communicate such information to the parent and student for corrective action.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.