

ACE End of Course Projects District Assurances

The Superintendent of the local educational agency (LEA) or his/her authorized representative assures the following:

1. The LEA will hold all information regarding the content of the End of Course Project confidential and will require non-disclosure agreements to be signed by all personnel who work with the End of Course Projects.
2. The LEA will ensure that all work submitted as part of the End of Course Projects is the original work of the student and will require students and Project Coordinators to sign the Project Submission Form verifying that all work has been done only by the student.
3. The LEA will follow all requirements for administering and evaluating End of Course Projects, including using the Performance Level Rubrics approved by the State Board of Education for final determination of student performance on the End of Course Projects if funds are not available for the projects to be evaluated at the state level.
4. The LEA will submit all projects or electronic files of all projects to the Oklahoma State Department of Education for verification.
5. The LEA will submit all final determinations of student performance to the Oklahoma State Department of Education and to the student by April 1, August 1, or November 1 of each year.
6. The LEA will keep all projects or electronic files of all projects for at least five years from the date of completion.

School District:	Contact Information Phone #: E-mail Address:
Superintendent (Printed Name):	
Signature:	Date:

Return via FAX to (405) 522-0496, attention: Melissa White, Executive Director, Counseling/ACE.

ACE End of Course Projects Non-Disclosure Agreement

This form is required of all personnel who work with the End of Course Project materials administered by or through the Oklahoma State Department of Education. The school system must retain completed forms for at least five years following the last contact of the named person with any End of Course Project materials.

It is my understanding that the ACE End of Course Project materials are confidential. I agree to abide by all of the regulations governing test administration and data reporting policies and procedures, including the regulations associated with the End of Course Projects. As part of these regulations, I know that I am:

- Not to duplicate ACE End of Course Project materials for any reason except as authorized by the Oklahoma State Department of Education.
- Not to make written notes about the topics or content of the ACE End of Course Project materials unless requested to do so by the Oklahoma State Department of Education.
- Not to provide any part of the ACE End of Course Project materials for review or other use by any other party(ies).
- Not to disseminate any of the ACE End of Course Project materials to any other party(ies).
- Not to discuss the topics and/or specific content of the ACE End of Course Project materials with any other party(ies) unless requested to do so by the Oklahoma State Department of Education.
- To return ACE End of Course Project materials to the representative authorized by the Oklahoma State Department of Education by the agreed-upon date.

Name (please print clearly)

Date

Signature

Title

District

School

ACE End of Course Projects Student Planner and Agreement

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Once complete, this becomes part of the End of Course Project documents and as such is part of the student's permanent record.

Date

Student Name

The **student and his/her parent(s)/guardian(s)**:

- Pledge that all work submitted as part of the End of Course Project will be done only by the student and thus will meet the core values of academic integrity: truth, honesty, fairness, respect, and responsibility;
- Accept responsibility for ensuring that the work necessary for the End of Course Project is completed in accordance with the timeline developed by the school;
- Agree that the student's End of Course Project will never be duplicated, in full or in partial form, for distribution; and
- Agree that the End of Course Project submitted for an Oklahoma High School Graduation testing requirement becomes the sole property of the school system and is not returnable.

The **Project Coordinator** pledges to develop a timeline and completion date schedule for the End of Course Project, periodically monitor the student's progress toward completion, and submit the End of Course Project to the Evaluation Panel for their review and recommendation to the district superintendent. The district superintendent will accept or reject the panel's recommendation and notify the student.

The **Designated School Representative** pledges to ensure that the regulations for administering and evaluating the End of Course Project are followed.

Upon receiving final determination of a Proficient or Advanced score from the district superintendent, the student will have met the testing requirement for the content area of the End of Course Project. The student must meet all other state and local graduation requirements in order to receive a high school diploma. By signing this document, you are in agreement with the terms of the End of Course Project developed for this student and accept the responsibilities outlined above.

ACE End of Course Projects Student Planner and Agreement

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Student (Printed)	Signature	Date
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Parent/Guardian* (Printed)	Signature	Date
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Project Coordinator (Printed)	Signature	Date
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School Representative (Printed)	Signature	Date
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*The school shall make every effort to have the parent/guardian sign this document. However, in the case where every attempt has been made without success, the student may complete the End of Course Project without a parent/guardian signature. Documentation to that effect should be noted on the Parent/Guardian signature line.

ACE End of Course Projects Project Submission Form

The submitted End of Course Project includes all completed student work or electronic files of student work, including the Student Learning Reflection, for the student and project listed below.

Date

Student Name

District

School

Course/Subject Area

Project Name

Provide a brief description of the project documents. For example, if the student created a multi-media presentation to meet one or more requirements of the project and is also submitting a written essay, explain which parts of the project are included in the multi-media presentation and which are included in the written essay.

By signing below, you

- Pledge that all work submitted in the End of Course Project has been done only by the student and thus meets the core values of academic integrity: truth, honesty, fairness, respect, and responsibility;
- Pledge that the student's End of Course Project has not been duplicated, in full or in partial form, for distribution other than for the Project Evaluation Panel; and
- Agree that the End of Course Project submitted for an Oklahoma High School Graduation testing requirement becomes the sole property of the school system and is not returnable.

Student (Printed)

Signature

Date

Project Coordinator (Printed)

Signature

Date

ACE End of Course Projects Project Evaluation Panel Recommendation

The submitted End of Course Project includes all completed student work or electronic files of student work, including the Student Learning Reflection, for the student and project listed below.

Date	Student Name
District	School
Course/Subject Area	Project Name

Based on the scoring criteria provided in the Project Coordinator and Evaluation Panel Guide and on the Performance Level Rubric approved by the Oklahoma State Board of Education, it is the recommendation of this Panel that the project for the student named above:

- Receive an Advanced Performance Level Score.
- Receive a Proficient Performance Level Score.
- Receive a Limited Knowledge Performance Level Score.
- Receive an Unsatisfactory Performance Level Score.

Comments from the Review Panel: The following information may be used as the basis for inserting text into the superintendent's letter to the student if the student's project does not receive a score of Proficient or Advanced.

The comments and recommendations provided were made without bias and adhere to the procedures and guidelines set by the Oklahoma State Board of Education. By signing this document, you are in agreement with the decision and recommendation that will be provided to the district superintendent.

Review Panel Member Name (Printed)	Signature	Date
Review Panel Member Name (Printed)	Signature	Date
Review Panel Member Name (Printed)	Signature	Date
Review Panel Member Name (Printed)	Signature	Date