



Policy Rules for:

LOE / AGO TESTING

Ministry of Education, Culture, Youth and Sports

Department of Education

CONTENT

Content	2
Introduction	3
LOE / AGO Testing Policy	3
I. Application for Referral to LOE	3
II. LOE Diagnostic Student Testing	4
III. Exemption from Participation in the FBE Exit Examination	4
IV. The Referral Process	4
A. Principal Actors	5
B. Core Responsibilities of Principal Actors	5
1. The School Board / School	5
2. The Parent(s) / Guardian(s)	6
3. The Referral Committee	7
4. The Ministry of Education, Culture, Youth and Sport	7
a. The Student Support Services Division	7
b. The Division of Inspection - OCJS	7
c. The Division of Examinations	8
d. The Department of Education	8
V. Attachments	8

INTRODUCTION

The present policy document represents the first policy document written regarding LOE (AGO) Testing. It was drafted out of a need: to establish clear policy guidelines regarding the LOE Testing within the Ministry of Education, Culture, Youth and Sports; to establish the principal actors and roles of the key actors; and to outline the terms for exemption from participation in the FBE Exit Examination.

The document represents the product of discussions with the various stakeholders in Education.

LOE / AGO TESTING POLICY

Labour Oriented Education / Arbeidgericht Onderwijs / (AGO / LOE) is Secondary Education geared towards meeting the needs of students, for whom it is established that a predominantly orthopedagogic and orthodidactic approach is needed. LOE is established in the Secondary Education Ordinance (AB 2013, No. 794) and the National Decree containing General Measures (AB 2013, No. 21). Student placement into LOE is based on an advice by the LOE Referral Committee, after having reviewed a referral application, in the form of the LOE / AGO Educational Report submitted by the School Board.

This policy document seeks to establish the policy rules regarding the testing of students for LOE. It will also outline the core responsibilities of the key stakeholders in the referral process and outline the conditions under which a student, for whom a referral to LOE / AGO has been made, can be exempted from participating in the FBE Exit Examination.

I. APPLICATION FOR REFERRAL TO LOE

The application for Referral to LOE is the LOE Educational Report. The Report is to be compiled by the school which the student currently attends, for submission to the LOE Referral Committee for review. The Educational Report is to be completed in collaboration with the parent(s) / guardian(s) of the student and is to be accompanied by the results of diagnostic tests by a psychologistⁱ. The test results are to reveal: the student's IQ and if necessary, the results of one or more personality tests concerning achievement, motivation, anxiety and socio-emotional problems in relation to learning.

The Educational Report and the results of the diagnostic tests are to be submitted to the Referral Committee, via the Department of Education, by February 1st for Group 8 (Grade 6) students and by October 1st or April 1st for first year students in Secondary Education.

II. LOE DIAGNOSTIC STUDENT TESTING

All diagnostic tests submitted to the Referral Committee must be no more than two years old, in line with established industry guidelines. The diagnostic tests are to be carried out in one of the following ways:

1. By a psychologist employed by the School Board / School;
2. By a psychologist based on a referral made by the child's health care provider; or
3. By a psychologist based on the advice of the Student Support Services Division of the Ministry of Education, Culture, Youth and Sports.

Testing facilitated by the Ministry of Education, Culture, Youth and Sports will be executed for all students whose School Board / School does not have a psychologist employed; and who do not have the required medical insurance that would enable them to be tested via a referral by their physician.

In order to access testing secured by the Student Support Services Division, the School board / School is required to submit a *LOE / AGO Testing Request form* to the Student Support Services Division, two weeks before the established deadline for the submission of the *LOE / AGO Testing Referral & Consent Form* for review and decision. The Student Support Services Division will provide feedback to enable submission of the *LOE/AGO Testing & Consent Form* by the approved deadline.

The deadlines for submission of the *LOE / AGO Testing Referral & Consent Form* to the Division of Student Support Services are outlined under section **III**, B "The School Board & School" point 1, e.

III. EXEMPTION FROM PARTICIPATION IN FBE EXIT EXAMINATION

The FBE Exit Examination has been established as the single examination of students leaving Primary Education and seeking admittance into Academic Secondary Education. All Primary Education students for whom applications for referral into LOE have been completed, with the consent of parents, are exempted from participation in the FBE Exit Examination. These students may be placed into Secondary Education in the following manner:

1. LOE based on the positive advice of the LOE Referral Committee; or
2. Into regular VSBO / Vocational Education based on their FBE Education Report.

IV. THE REFERRAL PROCESS

The referral process outlined below is for Group 8 (Grade 6 students) preparing to transition into Secondary Education and for Form 1 students already placed within regular VSBO or Vocational Education. Details are provided regarding the Principal Actors in the Referral Process and their Core Responsibilities.

A. Principal Actors

The principal actors in the Referral Process are:

1. The School Board & School (including the Division of Public Education);
2. The Parent(s) / Guardian(s);
3. The Referral Committee;
4. The Ministry of Education, Culture, Youth and Sports
 - a) The Student Support Services Division
 - b) The Division of Inspection - OCJS
 - c) The Division of Examinations
 - d) The Department of Education

B. Core Responsibilities of the Principal Actors

The core responsibilities / tasks of the four principal actors are as follows:

1. The School Board & School (including the Division of Public Education)

Is responsible for:

- a. Identifying potential LOE students from within their primary and secondary schools;
- b. Preparing the LOE referral application (that is the Educational Report) in consultation with the Parent(s) / Guardians; The completed application is to include:
 1. The reasons for the referral based on experience with the student in the learning process;
 2. The views of the parents;
 3. The educational backlog ;
 4. The results of tests by a psychologist revealing the student's IQ and if necessary, the results of one or more personality tests concerning achievement, motivation, anxiety, socio-emotional problems in relation to learning ;
 5. A copy of the report card from the previous academic year and /or report card of current academic year or progress reports in the case of referrals of Secondary School students for the October 1st referral deadline.
- c. Ensuring that the required diagnostic testing (not older than two years) is included in the application;
- d. Requesting LOE testing via the Student Support Services Division, in accordance with the *LOE / AGO Testing Request Form*, in cases where:
 1. The school board does not have a psychologist on staff; and
 2. The student does not have valid health insurance to request a referral from their family doctor for the required diagnostic psychological evaluation.

- e. Submitting the completed, signed, *LOE / AGO Testing Referral and Consent Form* with a copy of the results of previous diagnostic tests of the student, in cases where approval for testing via the Student Support Services Division is approved, according to the following deadlines:
 - 1. The first Friday in September for testing requests from **Secondary Schools**, related to applications to be submitted to the LOE Referral Committee by October 1;
 - 2. The third Friday in October for testing requests from **Primary Schools**, related to applications to be submitted to the LOE Referral Committee by February 1st of the following year; and
 - 3. The second Friday in January for testing requests from **Secondary Schools**, related to applications to be submitted to the LOE Referral Committee by April 1st of the same year.
- f. Submitting the completed, signed, LOE Referral Application to the Department of Education according to the following deadlines:
 - 1. **Primary Schools** – February 1st;
 - 2. **Secondary Schools** – October 1st or April 1st.
- g. Communicating the results of the application, as rendered by the LOE Referral Committee to the parents orally and with a copy of the decision letter;
- h. Communicating requests made by parents for additional information from the Referral Committee, in writing to the Referral Committee via the Department of Education.

2. The Parent(s)/ Guardian(s)

The Parent(s) / Guardian(s), of the child being referred for LOE Education, are responsible for:

- a. Discussing the contents of the *LOE / AGO Educational Report* with the School Board / School and signing the document;
- b. Ensuring that the needed diagnostic testing is completed to ensure the timely submission of the *LOE / AGO Educational Report*;
 - 1. Consenting for psychological diagnostic testing within the school if a diagnostically trained psychologist is on staff; or
 - 2. Ensuring that the required psychological diagnostic testing is completed and submitted to the school, based on a referral from the child's family doctor; or
 - 3. Consenting to LOE / AGO testing by a diagnostically trained psychologist secured via the Student Support Services Division, in the event the school board does not have a diagnostically trained psychologist and the child does not have medical insurance to carry out the testing.
- c. Obtaining the results of the application, as rendered by the LOE Referral Committee, from the School Board / School and registering the student for Secondary Education in the most suitable school type, taking into account the recommendations of the LOE Referral Committee.

3. The Referral Committee:

Is responsible for:

- a. The processing of *LOE / AGO Educational Report* and the rendering of decisions within five weeks of the receipt of completed applications, if this is not possible, notice is to be given to the School Board / School in writing with an indication as to when the decision will be known.

The established deadlines are:

1. By April 1st for applications submitted by February 1st;
 2. By June 1st for applications submitted by April 1st;
 3. By December 1st for applications submitted by October 1st;
- b. Providing written responses to each *LOE / AGO Educational Report* and to the School Board / School for further distribution to parents;
 - c. Providing additional information to parents where necessary;
 - d. Returning all *LOE Educational Reports* to the Department of Education within four weeks after a decision is rendered;
 - e. Establishing annually at the start of the academic year, the list of assessment instruments to be used for proper screening;
 - f. Reporting annually before January 1st on the activities of the previous calendar year to the Division of Inspection.

4. The Ministry of Education, Culture, Youth and Sports

a) The Student Support Services Division

Is responsible for:

- a. Processing of *LOE / AGO Testing Requests Form* from school boards / schools and providing feedback to enable school boards / schools to submit the *LOE/AGO Testing and Consent Form* by the approved deadline;
- b. Processing of *LOE / AGO Testing Referral & Consent Form*;
- c. Securing a private practice psychologist to test the students;
- d. Storing the original *LOE / AGO Educational Report* and supporting documentation for a five year period.

b) The Division of Inspection - OCJS

Is responsible for:

- a. Ensuring that all students for whom completed applications for referral to LOE have been submitted to the Referral Committee, are exempted from participation in the FBE Exit Examination by the Division of Examinations;
- b. Supervising the LOE referral process and attending Referral Committee Meetings;
- c. Reporting to the Minister regarding LOE referral activities of the previous year.

c) The Division of Examinations

Is responsible for:

- a. Ensuring that all students for whom completed applications for referral to LOE have been submitted to the Referral Committee, are excluded from the official list of Group 8 (Grade 6) students required to participate in the FBE Exit Examination.

d) The Department of Education

Is responsible for:

- a. Accepting LOE / AGO Educational Reports from School Boards / Schools;
- b. Processing of LOE / AGO Educational Reports for submission to the Referral Committee; i.e. ensuring that all required supporting documentation is included in the LOE / AGO Educational Report;
- c. Providing administrative support to the Referral Committee;
- d. Providing a list of all of the Group 8 (Grade 6) students whose applications are complete, for referral to LOE / AGO, to the Division of Examinations and the Division of Inspection;
- e. Forwarding copies of the *LOE / AGO Educational Report* and all supporting documentation to the School Board / School six weeks after decisions have been made;
- f. Forwarding the original LOE / AGO Educational Report and supporting documentation to the Student Support Services Division six weeks after decisions have been made;
- g. Providing information regarding the policy rules;
- h. Monitoring and Evaluating the policy.

V. ATTACHMENTS

1. LOE / AGO Testing Request Form
2. LOE / AGO Testing Referral & Consent Form
3. LOE / AGO Educational Report

ⁱ All references to a psychologist in reference to AGO testing refers to a must be qualified to a psychologist that is qualified to perform diagnostic testing.