

End of Course Projects Checklist

The target student for an End of Course Project is one who has the knowledge and skills required in a course but for whom multiple choice tests are not the best method of demonstrating that knowledge.

These students may have short attention spans, emotional reactions to high stress situations, medical concerns, or any number of other reasons that prevent them from demonstrating their knowledge in formal testing situations. These students may be gifted or have strong propensities for spoken communication, performance demonstrations, hands-on activities, or written response.

If students who do not score Proficient or Advanced on one of the required EOI exams after two attempts may use one or more End-of-Course Projects to meet this requirement.

Sample End of Course Project Student Guides is available on the Oklahoma State Department of Education Web site, <www.sde.state.ok.us>. These sample Student Guides and sample Project Coordinator and Evaluation Panel Guides will demonstrate for students, parents, and teachers what is required by the confidential projects.

The State Board of Education has approved projects for

- Algebra I
- Algebra II
- Geometry
- Biology I
- U.S. History
- English II
- English III.

EOI COURSE PROJECT REQUIREMENTS:

In order for a student to gain access to a *confidential* End of Course Project Student Guide, several steps must be followed.

1. The site principal must submit ACE Project Site Student Roster, ACE End of Course Student Agreement and Non-Disclosure Agreement to ACE project district coordinator. Submission Forms are due by October 15, March 15 and May 15 of each year.

All personnel who work with the End of Course Projects must sign a Non-Disclosure Agreement. The Non-Disclosure Agreement is available on the Oklahoma State Department of Education Web site, <www.sde.state.ok.us> and on the School District Reporting Site (SDRS).

After Submission,

1. The student may then be given a copy of the *confidential* End of Course Project Student Guide for the project that the student is choosing to complete. The Student Guide will only be available through the School District Reporting Site (SDRS). The Project Coordinator should make sure the student understands the scope of the project and is ready to begin work on completing the project as directed in the Student Guide.
2. School site must establish a Project Evaluation Panel for each student project. This panel may differ for each project evaluated in a school site, or it may consist of the same members for several projects.
 - a. The Project Evaluation Panel must consist of at least three certified educators.
 - b. The Project Evaluation Panel must include at least one highly qualified teacher in the content area of the project. To the extent possible, it is *recommended* that all panel members be highly qualified in the content area of the project.

- c. It is *recommended* that Project Evaluation Panel members participate in professional development related to the use of the ACE End of Course Projects prior to evaluation of a project. This professional development is available through videoconferences, Web casts, and on-site training conducted by the Oklahoma State Department of Education staff.
 - d. It is *recommended* that the Project Evaluation Panel include at least one educator who does not currently have the student in class and at least one administrator.
 - e. Schools are *encouraged* to work collaboratively with other schools and districts to develop Project Evaluation Panels that include qualified individuals who can provide a fair assessment of student mastery of content.
 - f. The Project Evaluation Panel must follow the directions provided in the Project Coordinator and Evaluation Panel Guide for assessing the student's completion and accuracy of the project.
 - g. The Project Evaluation Panel must use the Performance Level Rubric to determine the student's mastery of state academic content standards through and End of Course Project.
 - h. The Project Evaluation Panel must complete the Panel Recommendation Form, verifying that the evaluation was made without bias and that all procedures and guidelines for evaluation were followed.
3. Completed project documentation must be submitted to the district ACE Project Coordinator.

Completed projects or digital copies of completed projects must be retained at the school for a minimum of five years from completion.