

PURPOSE OF THE POLICY:

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The Board adopts this policy to provide specific standards and procedures to govern handling and administration of standardized tests. The Board has determined that compliance with this policy is an essential job function of all educators and failure to abide by this policy is grounds for adverse employment action including termination.

Time Periods for Administering Criterion-Referenced Tests—

A District educator or trained employee shall administer assessments required under [Utah Admin. Rule R277-404-3](#) consistent with the following schedule:

1. All summative adaptive assessments, an online writing assessment, and a Utah alternative assessment for elementary and secondary, English language arts, math, science, within the State Superintendent's annually designated assessment windows;
2. English language proficiency assessment:
 - a. Annually to all English Learner students identified as Level 1 Entering, Level 2 Beginning, Level 3 Developing, Level 4 Expanding, or enrolled for the first time in the District at any time during the school year to show student progress; and
 - b. Submit materials to the State Superintendent's identified scoring provider for scanning and scoring on a schedule defined by the Superintendent;
3. Pre-post kindergarten assessment for a kindergarten student as determined by the District during assessment windows determined by the District;
4. One benchmark reading assessment determined by the State Board for grade 1, grade 2, and grade 3 students in the beginning, midpoint, and end of the school year;
5. Grade 3 end of year summative reading assessment using grade 3 SAGE English Language Arts; and
6. NAEP assessments determined and required annually by the United States Department of Education and administered to students as directed by United States Department of Education.

A District educator or trained employee shall complete all required assessment procedures prior to the end of the assessment window defined by the State Superintendent.

If the District has an alternative schedule it shall submit an annual testing plan to the State Superintendent by September 1 annually. The plan shall:

1. Set dates for summative adaptive assessment administration for courses taught face to face or online;

2. Set dates to assess students at the point in the course where students have had approximately the same amount of instructional time as students on a traditional full year schedule; and
3. Provide a course level assessment schedule to the Superintendent before instruction begins for the course.

[Utah Admin. Rules R277-404-8 \(December 8, 2015\)](#)

Makeup Opportunities for Taking Criterion-Referenced Tests or Online Computer Adaptive Tests —

Student who are not present for any criterion-referenced tests or online computer adaptive tests due to serious illness, absence due to family emergency, or absence due to death of a family member or close friend shall be allowed to participate in a makeup test(s) on a date determined by the District. The date of the makeup test(s) shall be within the five (5) school days immediately following the last day of administration of the criterion-referenced tests or online computer adaptive tests. The District shall notify parents in an appropriate and timely manner of the dates, times, and sites for makeup tests.

Time Periods for Administering Norm-Referenced Tests—

All schools within the District shall administer norm-referenced tests within the time period specified by the publisher of the test. [If the school district has adopted a specific norm-referenced test as its standard, then this policy should specifically reference the dates set forth by the publisher of the test.]

Submission of Answer Sheets to District—

All schools shall submit all answer sheets to the District testing specialist immediately upon completion of the testing battery.

Submission of Answer Sheets to State—

All paper answer sheets shall be forwarded to the State Board of Education IT Section no later than five (5) days after testing is completed, except for the criterion-referenced tests or online computer adaptive tests, which shall be forwarded no later than three (3) days after testing is completed.

Submission of Electronic Responses to State—

The District shall submit all electronic responses according to State Board established procedures.

Confidentiality and Security of Testing Materials—

Each school within the District shall secure or return paper test materials within three (3) working days of the completion of testing. Electronic testing materials shall be secured between administrations of the test, and shall be removed from teacher and student access immediately following the final administration of the test.

Educators in the District shall not retain test materials, in either paper or electronic form, beyond the time period allowed for completion of the test. The District shall

maintain a record of the number of booklets of protected test information sent to the District from the State Board of Education.

Prohibition on Copying or Altering Test Answers—

District employees shall not copy or make any form of reproduction of secured test materials without the express written consent of the test publisher and the State Board of Education. Any educator who alters test answers after they have been completed by the student or violates testing protocols to affect test answers shall be terminated for cause.

Format for Electronic Submission of Data—

The District shall procure hardware and software to ensure compatibility with the State Board of Education IT Section.

Verifying Test Results—

The District shall check all test results for each school within the district and for the school district as a whole, verify their accuracy with State Board of Education IT Section, and certify that they are prepared for publication within two weeks of receipt of the data. Except in compelling circumstances, as determined by the State Board of Education, no changes shall be made to school or school district data after this two week period. Compelling circumstances may include:

1. a natural disaster or other catastrophic occurrence (e.g., school fire) that precludes timely review of data; and
2. resolution of a professional practices issue that may impede reporting of the data.

Release of Test Data—

The District shall not release any test data until authorized to do so by the State Board of Education.

Standardized Testing Rules—

It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, and basic skills of each individual student taking standardized tests.

The District shall develop policies and procedures consistent with the law, State Board of Education rules for standardized test administration, and the State Board of Education Testing Ethics Policy, and make them available and provide training to all teachers and administrators who administer state tests.

Educator Testing In-Service—

All educators shall be provided in-service training concerning guidelines and procedures for standardized test administration, including teacher responsibility for test security and proper professional practices at least once each school year.

Compliance with Test Administration—

District assessment staff shall use the State Board of Education Testing Ethics Policy in providing training for all test administrators/proctors.

District Responsibilities—

The District will develop a comprehensive assessment system plan to include the assessments described in [Utah Admin. Rule R277-404-3\(1\)](#).

The plan will, at a minimum, include:

1. Professional development for an educator to fully implement the assessment system;
2. Training for an educator and an appropriate paraprofessional in the requirements of assessment administration ethics;
3. Training for an educator and an appropriate paraprofessional to utilize assessment results effectively to inform instruction; and
4. Adequate oversight of test administration to ensure compliance with [Utah Code § 53A-1-603](#) as follows:
 - a. The District will test all enrolled students unless a student has a written parental excuse under [Utah Code § 53A-15-1403\(9\)](#);
 - b. A student participating in the Statewide Online Education Program is assessed consistent with [Utah Code § 53A-15-1210](#); and
 - c. third party vendor or contractor may not administer or supervise statewide assessments.

The District will make all policies and procedures consistent with the law, State Board rules for standardized assessment administration, and the State Board testing ethics policy, approved by the State Board January 7, 2016, incorporated by reference, and located at USOE, 250 East 500 South, Salt Lake City, or online at <http://www.schools.utah.gov/assessment/Directors/Resources/EthicsPolicy.aspx>.

At least once each school year, the District will provide professional development for all educators, administrators, and standardized assessment administrators concerning guidelines and procedures for standardized assessment administration, including educator responsibility for assessment security and proper professional practices.

The District's assessment staff shall use the State Board testing ethics policy in providing training for all assessment administrators and proctors.

The District may not release state assessment data publicly until authorized to do so by the State Superintendent.

[*Utah Admin. Rules R277-404-4 \(December 8, 2015\)*](#)

School Responsibilities—

The District, school, or educator may not use a student's score on a state required assessment to determine:

1. The student's academic grade, or a portion of the student's academic grade, for the appropriate course; or
2. Whether the student may advance to the next grade level.

The District and school shall require an educator and assessment administrator and proctor to individually sign the testing ethics signature page provided by the State Board acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.

All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, provide assessment results, and complete error resolution.

All educators and assessment administrators and proctors shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, District rules and policies, State Board rules, the State Board testing ethics policy, and state applications of federal requirements for funding.

A student's IEP, EL, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments.

[Utah Admin. Rules R277-404-5 \(December 8, 2015\)](#)

District Employee Compliance with Assessment Requirements, Protocols, and Security—

Teachers, administrators, and all District personnel shall not:

1. Provide a student directly or indirectly with a specific question, answer, or the content of any specific item in a standardized assessment prior to assessment administration;
2. Download, copy, print, take a picture of, or make any facsimile of protected assessment material prior to, during, or after assessment administration without express permission of the State Superintendent and a District administrator;
3. Change, alter, or amend any student online or paper response or any other standardized assessment material at any time in a way that alters the student's intended response;
4. Use any prior form of any standardized assessment, including pilot assessment materials, that the State Superintendent has not released in assessment preparation without express permission of the State Board and a District administrator;
5. Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or District standardized

assessment policy or procedure, or violate any procedure specified in the State Board testing ethics policy;

6. Fail to administer a state required assessment;
7. Fail to administer a state required assessment within the designated assessment window;
8. Submit falsified data;
9. Allow a student to copy, reproduce, or photograph an assessment item or component; or
10. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.

A school employee shall promptly report an assessment violation or irregularity to a building administrator, the District Superintendent, or the State Board.

An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with [Utah Admin. Rule R277-515](#).

All assessment material, questions, and student responses for required assessments is designated protected, consistent with [Utah Code § 63G-2-305](#), until released by the State Superintendent.

The District shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the State Board following testing, as required by the State Superintendent.

An individual educator or school employee may not retain or distribute test materials, in either paper or electronic form, for purposes inconsistent with ethical test administration or beyond the time period allowed for test administration.

[Utah Admin. Rules R277-404-7 \(December 8, 2015\)](#)

Referral to State Board for Violation—

Any employee violating this policy shall be subject to adverse employment action, including, but not limited to, termination of employment, and any such educator shall be referred to the Utah Professional Practices Advisory Commission of the State Board of Education for possible disciplinary action.

