

## **Grading: *Testing Procedures and Standards***

### **Purpose of the Policy—**

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—**

All schools within the District shall administer criterion-referenced tests, including the Utah Basic Skills Competency Test (“UBSCT”) and the Direct Writing Assessment, according to the schedule established by the State Office of Education.

*Utah Admin. Rules R277-473-3A (May 18, 2012)*

### **Makeup Opportunities for Taking the Utah Basic Skills Competency Test—**

Student who are not present for the UBSCT or any subtest 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 UBSCT. The District shall notify parents in an appropriate and timely manner of the dates, times, and sites for makeup tests.

*Utah Admin. Rules R277-473-3E (May 18, 2012)*

### **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 Utah State Office of Education IT Section no later than five (5) days after testing is completed, except for the UBSCT tests, which shall be forwarded no later than three (3) days after testing is completed.

*Utah Admin. Rules R277-473-3B (May 18, 2012)*

### **Submission of Electronic Responses to State—**

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

*Utah Admin. Rules R277-473-3C (May 18, 2012)*

### **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 Office of Education.

*Utah Admin. Rules R277-473-4 (May 18, 2012)*

### **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 Utah State Office 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.

*Utah Admin. Rules R277-473-4G (May 18, 2012)*

### **Format for Electronic Submission of Data—**

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

*Utah Admin. Rules R277-473-5 (May 18, 2012)*

### **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 Utah State 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 Utah State Office 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.

*Utah Admin. Rules R277-473-7C (May 18, 2012)*

#### **Release of Test Data—**

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

*Utah Admin. Rules R277-473-7D (May 18, 2012)*

#### **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.

*Utah Admin. Rules R277-473-9A (May 18, 2012)*

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

*Utah Admin. Rules R277-473-9B (May 18, 2012)*

#### **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.

*Utah Admin. Rules R277-473-9C (May 18, 2012)*

#### **Compliance with Test Administration—**

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

*Utah Admin. Rules R277-473-9D (May 18, 2012)*

#### **Prohibitions—**

Teachers, administrators, and all District personnel shall not:

1. provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to test administration;
2. copy, print, or make any facsimile of protected testing material prior to test administration without express permission of the specific test publisher, including Utah State Office of Education, and District administration;

3. change, alter, or amend any student answer sheet, including CBT files, or any other standardized test materials at any time in such a way as to alter the student's intended response;
4. use any prior form of any standardized test (including pilot test materials) that has not been released by the Utah State Office of Education in test preparation without express permission of the specific test publisher, including Utah State Office of Education, and District administration;
5. violate any specific test administration procedure specified in the test administration manual, or violate any state or school district/charter school standardized testing policy or procedure, or violate any procedure specified in the Utah State Office of Education Testing Ethics Policy;
6. knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or school;
7. fail to administer a required assessment; and
8. submit falsified data.

*Utah Admin. Rules R277-473-9H (May 18, 2012)*

#### **Referral to State Office 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 Professional Practices of the Utah State Office of Education for possible disciplinary action.

*Utah Admin. Rules R277-473-9I (May 18, 2012)*