



# Davis School District

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## PLAN TO ADMINISTER STATEWIDE ASSESSMENTS Guidelines and Procedures



*This Handbook is designed to establish the District's Plan to Administer Statewide Assessments as required by Utah Code Title 53E, Chapter 4, Part 3 Assessments and Utah State Board of Education Administrative Rule R277-404 Requirements for Assessments of Student Achievement.*

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## APPLICABLE LAWS AND BOARD OF EDUCATION POLICIES

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### **4I-005 Assessment of Student Achievement**

*This policy set forth the Board's philosophy regarding statewide assessments, assigns responsibility for developing guidelines and procedures, requires training and provides opportunities for exceptions to certain assessments.*

*Utah State Board of Education **Standard Test Administration and Testing Ethics Policy**, July 16, 2018. This manual sets forth the expected standards of practice for individuals administering statewide assessments, mandates reporting of violations, and outlines possible state discipline.*

**Utah Code Ann. Title 53E, Chapter 4, Part 3 Assessments.**

**Utah Admin. Code R277-404.** Requirements for Assessments of Student Achievement.

**Utah Admin. Code R277-604.** Private School, Home School, and Bureau of Indian Affairs (BIA) Student Participation in Public School Achievement Tests.

## DEFINITIONS

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**“Individualized Education Program” or “IEP”** means a written statement, for a student with a disability that is developed, reviewed, and revised in accordance with the Individuals with Disabilities Education Act.

**“Statewide assessment”** means the standards assessment (RISE); high school assessment (Utah ASPIRE Plus); college readiness assessment (ACT); Utah alternative assessment (DLM); benchmark reading assessment (DIBELS Next); and English language proficiency assessment (WIDA ACCESS).

## ASSESSMENT PERSONNEL

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### Assessment Support Staff

#### ASSESSMENT & EVALUATION COORDINATORS

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The principal of each site is responsible to designate an Assessment & Evaluation Coordinator (AEC). The AEC is a school administrator or administrative intern and has the following responsibilities:

##### Training

- Attend approximately 4 hours of training on ethics, RISE, or Utah ASPIRE Plus, myDSD tests, kindergarten assessments, ACT, etc.
- Provide and document training for all licensed educators in the school on Standard Test Administration and Testing Ethics (USB E PowerPoint, booklet, FAQs).
- Train classified staff who may assist licensed educators in test/survey administration. (Licensed educator is responsible for ethical testing/surveying practices).
- Train educators who will use testing systems and troubleshoot during testing window.

##### Evaluation

- In elementary schools, oversee administration of all Evaluate Davis student surveys during school hours (This may be done by a trained employee such as a computer lab specialist).
- In secondary schools, schedule lab time for educators to administer Evaluate Davis student surveys during school hours.
- Encourage parents and staff - through the use of automated call-out system, printed reminders, and other methods - to participate in Evaluate Davis surveys.

##### Assessment

- Schedule computer lab time for all District and statewide tests and provide a testing schedule to the Assessment Department.

- Schedule and administer make up tests when needed.
- Ensure that accommodations included on a student's IEP, 504, or EL plan are used appropriately during testing.
- Secure and account for all paper-based assessment materials and test administration manuals (TAMs) and return them to the Assessment Department or destroy them as instructed.
- Account for every test by ensuring appropriate non-participation codes (or special codes) are applied for each student who did not test.

## TRAINING

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At least once each school year, the Assessment Department will provide professional development regarding guidelines and procedures for standardized assessment administration, including educator responsibility for assessment, security, and proper professional practices.

Training shall be based on the Standard Test Administration and Test Ethics Policy and the training resources developed by USBE and the Assessment Department.

All educators, and assessment administrator/proctors shall individually sign the Testing Ethics signature page provided by the Assessment Department acknowledging that they received appropriate training and agree to administer assessments consistent with ethics and protocol.

[SCHOOL TRAINING SIGN OFF SHEET \(FORM\)](#)

## STANDARD TEST ADMINISTRATION AND TESTING ETHICS

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All educators and assessment administrators/proctors shall administer assessments according to the following ethics and protocol requirements:

### PURPOSE OF TESTING

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Valid and reliable results from statewide assessments provide information used by - parents, students, the Legislature, the state board, the local board, administrator and educators with:

- Information about students' proficiency, so that they may have an additional tool to plan, measure, and evaluate the effectiveness of school programs; and
- Information to:
  - Recognize excellence;
  - Identify need for additional resources or reallocation of educational resources in a manner to ensure educational opportunities for all students; and
  - Improve existing programs.

### TEACHING PRACTICES

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Ethical testing begins with ethical teaching. Educators are expected to:

- Ensure students are enrolled in appropriate courses and receive appropriate instruction aligned to course standards.
- Provide accommodations throughout instruction to eligible students as identified by an EL, IEP, or 504 team.
- Use a variety of assessment methods, including the formative assessment process throughout the year to assess student competency, to inform instructional practices.
- Use the resources provided for each assessment, as applicable, to familiarize students with the testing tools and question types.

## DURING TESTING: ASSESSMENT PRACTICES

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Each school administrator and site test coordinator will ensure:

- All students are tested or accounted for according to the specific assessment's policy.
- Parents are provided with information and procedures regarding student participation in statewide testing.
- All tests are administered under the supervision of a licensed educator.
- Educators and school staff serving as assessment administrators or proctors have completed annual ethics training, signed an acknowledgment of the training and assurance for administering tests ethically.
- Hardware, software, and networks at the school site have been tested and are in operating order to administer appropriate tests.

Each licensed educator or trained employee shall ensure:

- An appropriate environment reflective of an instructional setting is set for testing to limit distractions from surroundings or unnecessary personnel.
- All students are tested or reason for their non-participation is recorded.
- A student is not discouraged from participating in statewide assessments, but upon a parent's opt-out request, the student is provided with a meaningful educational activity.
- A student is not penalized for opting-out of a statewide assessment.
- A student does not receive a nonacademic reward for participation or performance on a statewide assessment.
- A student is provided an alternative learning activity if they opt-out of statewide assessment.
- Statewide assessments are administered in-person and testing procedures meet all test administration requirements.
- A proctor is present and active proctoring takes place throughout the test session.
- No person is alone with student tests onscreen or open.
- The importance of the test, test participation, and the good faith efforts of all students are not undermined.
- The test administration manual (TAM) for each test administered is reviewed in advance and strictly followed.
- Accommodations are provided for eligible students as identified by an EL, IEP, or 504 team.



- Electronic security of tests and student information must not be compromised. Any electronic devices that can be used to access non-test content or to record/distribute test content or materials shall be inaccessible by students (e.g., cell phones, recording devices, internet-capable devices).
- Test materials are secure before, during, and after testing. When not in use, all materials shall be protected, where students and/or parents cannot gain access.
- No one may enter a student’s computer-based test to examine content or alter a student’s response in any way either on the computer or a paper answer document for any reason.
- All assessments shall be administered within the designated assessment windows.

### AFTER TESTING

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Each licensed educator or trained employee shall ensure:

- Test administration manual instructions for ending testing sessions are followed.
- Make-up and test completion sessions are provided for students who miss all or part of the test, as appropriate for and according to the policies and procedures of each assessment.
- All test materials are organized and returned to the site test coordinator, as appropriate.
- All by-products of student testing are collected and protected between and after testing sessions, and securely destroyed when testing is completed as appropriate. This includes notes, outlines, graphic organizers, student drafts, etc.

***Educators may not change student answers in any way, for any reason.***

### TEST RESULTS

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All assessment materials, questions and student responses for required assessments shall be designated protected, consistent with Utah Code Ann. §63G-2-305, until released by the USBE.

Individual student test results shall be:

- Kept confidential;
  - Provided to students and parents upon request, with information on how to appropriately interpret scores and reports;
  - Made available to educators for use in improving their instruction; and
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- Maintained according to local policies and procedures.

Individual student test results may be use by an educator:

- to improve the student’s academic grade for or demonstrate the student’s competency within a relevant course.

Individual student test results may not be considered in determining:

- Whether a student may advance to the next grade level; or
- Enrollment in an honors, advanced placement, or International Baccalaureate course.

Test results may not be used to calculate scores for an employee’s formal performance evaluation.

## TESTING ETHICS

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Administrators, educators, and staff are accountable under District Policy and these procedures and guidelines and must comply with all ethical and procedural requirements when preparing for, administering, and accounting for assessments and their results. Employees violating these provisions may be subject to disciplinary action, up to and including termination from employment. Additionally, licensed educators violating testing procedures and/or ethics are subject to referral to the Utah Professional Practices Advisory Commission for disciplinary action related to their educator license.

It is unethical for employees, including educators, to jeopardize the integrity of an assessment or the validity of student responses.

### **Unethical practices include:**

- Providing students with questions from the test to review before taking the test.
- Changing instruction or reviewing specific concepts because those concepts appear on the test.
- Rewording or clarifying questions, or using inflection or gestures to help students answer.
- Allowing students to use unauthorized resources (e.g., dictionary, thesaurus, mathematics table, online references, etc.)
- Displaying materials on walls or other high visibility surfaces that provide answers to specific test items (e.g., posters, word walls, formula charts, etc.).
- Reclassifying students to alter subgroup reports.
- Allowing parents to assist with the proctoring of a test their child is taking.
- Allowing students to supervise other students taking a test.

- Allowing the public to view secure test items or observe testing sessions.
- Reviewing a student’s response and instructing the student to, or suggesting that the student should, rethink any answers.
- Reproducing or distributing, in whole or in part, secure test content (e.g., taking pictures, copying, writing, posting in a classroom, posting publicly, emailing, etc.).
- Explicitly or implicitly encouraging students to not answer questions, or to engage in dishonest testing behavior.
- Administering tests outside of the prescribed testing window for each assessment.
- Explicitly or implicitly encouraging parents to opt-out their students from participating in a statewide assessment.

### REPORTING VIOLATIONS

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Ethical violations of state law, District policy, or these assessment procedures and guidelines shall be reported immediately to the site test coordinator, the school administrator, or the District Assessment Director. If the individual is uncomfortable reporting to any of the above, state procedures allow for reporting directly to the state assessment director.

- In most cases, an initial investigation will be conducted at the school level by the school administrator.
- The District Assessment Ethics Office will review the initial investigation and determine findings with regard to the alleged violation.
- If the allegations are found more likely than not to have occurred, the District Assessment Director, the School Director, and the Director of Human Resources will apply the procedures of the District’s Employee Discipline and Dismissal Policy. In applying the provisions of this policy, the employee may receive further training, a reprimand, or other additional disciplinary action up to and including termination.
- If the violation is of sufficient concern, the Director of Human Resources may forward the incident to the Utah Professional Practices Advisory Commission for review.

## PARENT REQUEST TO EXEMPT STUDENT

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At the request of a student's parent or guardian, a school shall excuse a student from taking a statewide assessment or certain District administered assessments. The statewide assessments and District administered assessments to which opt out provisions apply are listed on the Davis District Standardized Assessment Opt Out Form.

Any assessment not listed on the Davis District Standardized Assessment Opt Out Form is not open to the same exemption provisions and protection from consequences. The consequences of taking or failing assessments not listed on the Davis District Standardized Assessment Opt Out Form shall be governed by the applicable District, school, or class policy.

The process for a parent or guardian to exempt their children from an assessment is provided by Utah Administrative Code R277-404-6.C. A school or educator may not impose additional procedures to exercise this right nor may any penalty or adverse consequences be imposed upon the student.

***A parent desiring to exempt their student from statewide (or certain District) administered assessment(s) shall annually complete the Davis School District Standardized Assessment Opt Out Form and provide it to the responsible school administrator a minimum of one (1) day prior to the administration of the assessment.***

School grading, educator evaluation, and student progress reports or grades may not be negatively impacted by students excused from taking a statewide assessment. Additionally, no school or employee may provide a nonacademic reward to a student for merely taking a statewide assessment or a District assessment listed on the Davis District Standardized Assessment Opt Out Form.

[TESTING OPT OUT Q&A DOCUMENT FOR PARENTS](#)

[DAVIS DISTRICT STANDARDIZED ASSESSMENT OPT OUT FORM](#)

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The Utah State Board of Education publishes an approved parental exclusion form for statewide assessments. One for elementary statewide assessments and one for secondary statewide assessments.

The Davis School District publishes a Standardized Assessment Opt Out Form which includes all the elements of the state form but also includes additional District tests to which opt out provisions apply. Either form will be accepted, but the District encourages the use of the District form (linked above).

[PARENTAL EXCLUSION FROM STATE ASSESSMENTS \(FORM\)](#)

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## HOME SCHOOL/PRIVATE SCHOOL

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State law and District policy provide opportunities for Utah home school and private school students to participate in statewide assessments if they so desire. To accommodate these students, the following processes have been established:

### ANNUAL ASSESSMENT CALENDAR

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The Assessment Department (“Department”) will post upcoming testing calendars on their Department homepage at least 1 month prior to the opening of the test window.

#### [DAVIS DISTRICT TESTING CALENDARS](#)

### FEES

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State law allows the charging of fees in certain instances. The Department will identify and maintain a listing of fees associated with the administration of each statewide assessment. The listing will be posted in the District fee listing (linked below) and explain costs which may include materials, proctoring, scoring, reporting, etc.

If a student is enrolled in a Davis School District school, the District has chosen not to impose a District fee for participation in statewide assessments.

A home school student whose custodial parent or guardian resides within the boundaries of the District may not be charged any fees which are not charged to a regularly enrolled District student.

Reasonable costs as identified by the Department may be assessed upon Utah private school students desiring to participate in state mandated assessments and may be paid by either the student or the private school. All fees must be paid in advance of the assessments.

#### [COMMUNITY SCHOOL AND OTHER MISCELLANEOUS FEE SCHEDULE](#)

### APPLICATION PROCESS

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Private and home school students wishing to participate in statewide assessments should contact the Department by phone to provide needed information and determine test scheduling.

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## PRIVATE SCHOOL

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The District may allow private school students whose custodial parent or guardian resides within the boundaries of the District to participate in statewide assessments through the District. The District may allow a private school with physical facilities located within the District's boundaries to have its students participate in statewide assessments through the District.

1. The private school or private school student shall contact the Department at least 30 days prior to the beginning of the test window.
2. The Department shall respond to the request in a timely manner. If the request is approved, the response shall indicate:
  - the location(s) and time(s) for assessment;
  - assessment rules, including identification and proof of residency;
  - fees, which must be paid prior to the day of the assessment;
  - a list of implements or materials which the student may or may not bring to the assessment; and
  - any other information deemed relevant by the Department.
3. The Department shall determine at which public schools within the District private school students may take achievement tests. The number of private school students will be limited to space available after currently enrolled public school students have been accommodated.
4. In the event a private school student has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the private school student/parent to indicate such with the initial request. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The private school student shall be informed of the results of the determination prior to the testing date. Any costs related to providing the approved accommodations must be paid prior to the assessment date.
5. A private school administrator may be required to participate in the monitoring and/or proctoring of assessments at the discretion of the Department. Additionally, a private school administrator may be required to be present at the site to remove any student who becomes disruptive to the assessment environment.
6. Assessment results will be delivered electronically to the email address of the student's parent or guardian and/or private school administrator.

## HOME SCHOOL

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The District shall allow home school students whose custodial parent or guardian resides within the boundaries of the District to participate in statewide assessments through the District if the student has applied for and received a compulsory education exemption from the District's Student and Family Resources Department for the applicable school year.

1. The home school student shall contact the Department at least 30 days prior to the beginning of the test window.
  2. The Department shall respond to the request in a timely manner. If the request is approved, the response shall indicate:
    - the location(s) and time(s) for assessment;
    - assessment rules, including identification and proof of residency;
    - a list of implements or materials which the student may or may not bring to the assessment; and
    - any other information deemed relevant by the Department.
  3. The Department shall determine at which public schools within the District home school students may take achievement tests.
  4. In the event a home school student has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the student/parent to indicate such with the initial request. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The student shall be informed of the results of the determination prior to the testing date.
  5. The parent or guardian may be required to be present at the site to remove any student who becomes disruptive to the assessment environment.
  6. Assessment results will be delivered electronically to the email address of the student's parent or guardian.
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