

I-9: Administrative Procedures Testing



REFERENCES

[Board Policy I-9](#)

[Utah State Board of Education Parental Exclusion Form Elementary Assessments \(Page 1\), Secondary Assessments \(Page 2\)](#)

DEFINITIONS

Parent: For purposes of these administrative procedures and the corresponding board policy, "parent" means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

"Parent" does not include the state or any political subdivision of government.

PROCEDURES FOR IMPLEMENTATION

I. Basic Responsibilities

- A. It is the responsibility of the Salt Lake City School District Assessment Department (Department) to establish specific district guidelines and procedures for test administration and security to be followed by district personnel.
 1. The Department will develop a comprehensive assessment system plan that will be submitted to the Utah State Board of Education (USBE) annually.
- B. It is the responsibility of the district to annually provide adequate information, direction, and training for district and school personnel on administering and keeping standardized tests secure, and complying with USBE's Standard Test Administration and Testing Ethics (STAATE) Policy.
- C. All schools will administer standards-based assessments, nationally normed assessments, or any other assessment mandated by state law or rule, or district guidelines, including but not limited to: Readiness Improvement Success Empowerment (RISE), Acadience Reading, ACT, Utah Aspire Plus, Access to English Language Learners (Access 2.0), National Assessment of Educational Progress (NAEP), ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL), General Financial Literacy Assessment, Civics Exam, and Dynamic Learning Maps (DLM) alternative assessment system.
- D. It is the responsibility of the Department director to work with school and district level administrators to investigate any reported testing improprieties.
- E. The Department director will ensure that all district required assessment procedures have been completed within the timeframes mandated by USBE.
- F. School administrators are responsible for:
 1. administering district and state testing at the local school;
 2. designating a testing coordinator from among the school staff to serve as a liaison to the Department;
 3. ensuring testing procedures are conducive to supporting a fair and accurate representation of each student's ability, knowledge, or skills;
 4. ensuring testing takes place within established district calendared time;
 5. overseeing the security of all testing materials while at the school;
 6. overseeing the training of staff members in issues of test security and effective administration;
 7. ensuring that no educator at a school copies, prints, or makes any facsimile of testing material prior to or following test administration without the express written permission of the test publisher;
 8. ensuring that no educator at a school will use any prior form of any standardized test in test preparation without the express permission of the test publisher;
 9. verifying that student answer sheets are appropriately complete and have not been tampered with;

10. verifying that students use standard protocols for computer-based testing; and
 11. complying with USBE's STAATE Policy.
- G. Educators are responsible for:
1. maintaining testing procedures and environments that are conducive to supporting a fair and accurate representation of each student's ability, knowledge, or skills;
 2. testing within established district calendared time;
 3. following proper security requirements;
 4. organizing and submitting all testing materials to the school testing coordinator at the conclusion of the testing period;
 5. participating in yearly ethics training provided by district and school personnel;
 6. following USBE's STAATE Policy;
 7. ensuring that scores on RISE assessments are not considered in determining a student's academic grade for an appropriate course or whether a student may advance to the next grade level; and
 8. providing a parent/guardian with a student's individual test results and scores upon request.
- H. A student may not be rewarded for taking a state required assessment.
- I. If a benchmark reading assessment given to students in grades 1, 2, or 3, indicates that a student is reading below grade level, parents will receive the assessment results by October 30; the last day of February; and June 30.
- J. A student's score on a state required standards assessment may not be used to:
1. lower the student's academic grade for a course; or
 2. determine whether the student may advance to the next grade level.
- K. A teacher may use a student's score on the state required standards assessment to improve the student's academic grade.

II. School Administration Protocol and Security of Assessments

- A. A testing coordinator will be designated at each site to serve as a liaison with the Department for the purpose of facilitating test administration and ensuring schools receive and return all appropriate testing materials.
- B. Test booklets and answer sheets will be secured in a central location before and after the testing window. Access to secured material will be restricted to authorized personnel. It is the teacher's responsibility to return testing materials to the school's secure testing environment.
- C. All personnel will maintain the confidentiality of tests, materials, answer sheets, and electronic records.
- D. A specified timeframe will be identified as the testing window for each type of test to be administered at school sites.
- E. Standardized tests will be administered under the supervision of a licensed educator.
- F. All standardized tests will be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.
- G. An educator, test administrator or proctor, administrator, or school employee may not:
1. violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or LEA statewide assessment policy or procedure, or violate any procedure specified in the Standard Test Administration and Testing Ethics Policy;
 2. fail to administer a statewide assessment;
 3. fail to administer a statewide assessment within the designated assessment window;
 4. submit falsified data;
 5. allow a student to copy, reproduce, or photograph an assessment item or component; or
 6. knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student, class, or school.

III. Management of Standardized Testing Protocols

- A. Department personnel will prepare tests for administration at schools. They will also provide training in test administration and handling for school testing coordinators and principals.
- B. Department personnel will oversee the return of all secure test materials in accordance with procedures specified in test administration manuals, board policy and district administrative procedures, USBE rules, and state application of federal requirements for funding.
- C. Any licensed educator who believes testing procedures or policies have been violated should report the violation to school administration and/or Department immediately.
- D. All students with disabilities or special needs will participate in standardized testing as specified by USBE.

IV. Kindergarten Assessments

Kindergarten assessments must be provided by a certified teacher within the testing window at the beginning and end of the school year as designated by USBE's STAATE policy and the Test Administration Manual (TAM). The administration of kindergarten assessments does not alter the need for kindergarten to start and end on the board-approved first and last days of school. The district will determine remuneration for certified teachers to administer kindergarten assessments to students before the board-approved first day of the school year.

V. Investigations of Possible Violations

- A. Violations of test security or improprieties in testing will be reported without delay to Department.
- B. The Department director will work with district and school administrators to determine the appropriate investigative process, and to preserve the security and confidentiality of future tests and test administrations as outlined in state and district professional practices.

VI. Violations

Violation of these procedures and standards may subject licensed educators to disciplinary action under applicable board policies and the Utah Educator Standards, Utah Admin. Code R277-515. A violation of these procedures may result in a referral to the Utah Professional Practices Advisory Commission.

VII. Home School Student Testing

- A. Upon request, the district will allow home school students, who satisfy home schooling requirements, to participate in state-wide testing at the public school in which the student's legal guardian resides.
- B. Home school students wishing to take the RISE, Utah ASPIRE Plus, or ACT test at their boundary school must request permission from the district's assessment and evaluation director by January 10th of the year in which they seek to take the test.
 - 1. The district's assessment and evaluation director will respond to all requests within five (5) business day.

VIII. Charter School Testing Support

The district does not serve as the testing authority for state or district-chartered schools located within its boundaries. However, the Department will provide test administration, data support, and reporting for district-chartered schools participating in state-wide testing and district testing.

IX. Non-Participation in Assessments

- A. The district strongly encourages parents to have their children participate in state-wide testing; however, the district recognizes that parents have a right to opt their children out of the assessments listed on the USBE's parental exclusion form.
 - 1. If a school is selected to participate in NAEP testing, parents will be notified of that selection and will be given an opportunity to opt their students out of participating in the NAEP test at that time.
- B. If parents choose to have their child not participate in these assessments, the parents must complete the appropriate USBE [Parental Exclusion Form](#), and return it to the principal of the child's school at least one day prior to the beginning of testing.
 - 1. The principal shall forward a copy of the form to the Department for retention, and the information contained in the form must only be shared with appropriate personnel.
- C. No academic penalty shall be imposed on a student because of his/her non-participation. However, students will be reported as non-participants on reports for some accountability measures that may negatively impact the students' school.
- D. Teacher evaluations may not be negatively impacted by students excused from taking a state required assessment.
- E. Students not participating in testing, but who are in school, should:
 - 1. be engaged in a meaningful educational activity, such as completing additional coursework or taking an alternative test;
 - 2. not be singled out in any negative way; and
 - 3. not be administratively punished in any way.
- F. If a parent exempts his/her student from the basic civics test, the student is not exempted from the graduation requirement related to passing the test.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.