



Provo City School District Policy Series 4000: Curriculum, Instruction & Assessment

4406 P1

Assessment: Purpose and Administration of Testing

When administered properly, assessments allow students to demonstrate their skill and knowledge. Valid and reliable state assessment results provide the district with information about students' proficiency. This tool can be used to plan, measure and evaluate effectiveness of school programs, allowing the recognition of excellence, identification of needed additional resources or reallocation of resources to ensure educational opportunities for all students, and improve instructional programs.

Educators are obligated under Utah administrative rule to provide students with opportunities to demonstrate their knowledge and skills fairly and accurately and in an ethical manner.

State Assessments

State assessments require that educators adhere to all ethical practices and procedures as outlined in Utah administrative rule. Information about state assessments can be found at <http://www.schools.utah.gov/assessment>.

State assessments are defined as assessments that are federally mandated, state mandated, and/or require the use of a state assessment system or software that is provided by the state.

Assessment Practices

Before testing, district educators will:

- Provide instruction aligned to Utah Core State Standards using district-adopted curricula.
- Provide accommodations throughout instruction to eligible students as identified by an EL, IEP, or 504 plans.
- Use a variety of assessment methods throughout the year to inform and guide instructional practices.
- Provide students with a variety of assessment experiences throughout the year.
- Use the reference sheets, provided by specific assessments, as instructional tools throughout the year.
- Use the resources provided for each assessment, as applicable, to familiarize students with the testing tools, platform and question types they will encounter during administration of state assessments.

During testing, district office staff and school administrators shall ensure that:

- Students are enrolled in appropriate courses.
- Curriculum and instruction in all courses are aligned with Utah Core State Standards.
- Parents are provided with clarifications and procedures regarding student participation in state testing.
- Parent requests to excuse a student from taking a state assessment are honored in accordance with Utah Code and USBE Rule.
- All tests are proctored under the supervision of a licensed educator.
- All proctors and test administrators complete annual testing ethics training and associated forms indicating ethics training completion and that the associated forms are submitted to the Director of Assessment.

- All proctors and test administrators review preparation guidelines and test administration manuals (TAM) for each assessment prior to test administration and follow testing protocols.
- Hardware, software, and network specifications can successfully support test administration.
- All school administrators, testing coordinators, and testing proctors are aware of their role in the administration of district and state tests.

During testing, school administrators, testing coordinators and testing proctors shall ensure that:

- An appropriate testing environment with minimal distractions is available for all students.
- All students who are eligible to test are tested, or, if students are not tested, the reason for nonparticipation is documented.
- No student is discouraged from participating in testing.
- Students who have been opted-out by a parent or legal guardian are not penalized.
- Students are not provided a nonacademic reward for participating in or performing well on a state assessment.
- Students are provided an alternative learning activity if they are opted-out of a state assessment by a parent or legal guardian.
- Students who have been opted-out of a state assessment by a parent or legal guardian may be allowed to be physically present in the room during test administration.
- A properly-trained proctor is present and active proctoring takes place throughout testing sessions.
- At least two properly trained proctors are assigned and actively participate in each testing session.
- Testing coordinators and proctors review and follow test preparation guidelines and test administration manuals (TAM) for each assessment.
- Accommodations are provided to eligible students as identified by EL, IEP and/or 504 teams, are consistent with those provided during instruction throughout the year and are approved by the policies and procedures of the state assessment.
- Any electronic devices shall be inaccessible by students, if they can be used to access non-test content or distribute test content and materials.
- Make-up and test completion sessions are provided for students according to the protocols of the state assessments.

After testing, PSCD district office staff and school administrators shall ensure that test results are:

- Provided to students and parents within three weeks of the district receiving them, with information on how to appropriately interpret scores and reports.
- Made available to educators for use in improving instruction.
- Maintained according to district and state directives.

After testing, school administrators, testing coordinators and testing proctors shall ensure that:

- All assessment by-products (e.g. scratch paper, notes, testing tickets) of students are collected and secured after each test session, and destroyed when testing is completed, as appropriate.
- All test materials are returned to the testing coordinator, as appropriate.

After testing, licensed district educators may:

- Use a student's score from a state assessment to improve the student's academic grade for a relevant course.
- Use a student's score from a state assessment to demonstrate competency for a relevant course.

After testing, educators may NOT:

- Prohibit a student from enrolling in an honors or advanced placement course based on a student's score on a state assessment.
- Prohibit a student from enrolling in an honors or advanced placement course because the student was opted-out of a state assessment.

Unethical Testing Practices

Unethical practices include, but are not limited to:

- Providing students with questions from the test to review before taking the test.
- Providing instruction that includes specific test content.
- Rewording or clarifying questions, or using voice inflection or gestures to help students answer test questions.
- Allowing students to use unauthorized resources during testing (e.g. dictionaries, thesauruses, mathematics tables, online references, graphic organizers).
- Displaying materials on the walls or other highly visible surfaces that provide answers to specific test items (e.g. posters, word walls, formula charts).
- Reclassifying students to alter subgroup reports.
- Allowing parents to assist with the proctoring of a test their child is taking.
- Using 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 suggest that the student should, rethink his/her answers before submitting.
- Reproducing, or distributing, in whole or in part, secure test content (e.g. taking pictures, copying, writing, posting in a classroom, posting publicly, emailing).
- Explicitly or implicitly encouraging students to engage in dishonest testing behavior.
- Administering assessment(s) outside of the prescribed testing window for each assessment.
- Explicitly or implicitly encouraging parents/legal guardians to opt-out their students from participating in a state assessment.

Testing Ethics Violations

Testing ethics violations are to be reported to the supervisor of the person who may be investigated, the school administrator, the Director of Assessment, or the USBE Assessment Department.

Reporting Protocol:

- In most cases, an initial investigation will be conducted at the school level.
- In the case where a school administrator is reported as having violated testing ethics, a representative from the district's Human Resources Department will conduct the initial investigation.
- PSCD's Assessment Director will review the initial investigation and determine the findings.
- If the violation is of sufficient concern, the incident may also be forwarded to the Utah Professional Practices Advisory Commission (UPPAC) for review.
- If inappropriate practices are substantiated, educators or other staff may receive further training, receive a reprimand, be subject to disciplinary action, be terminated, and/or lose their Utah Teaching License.

Legal References:

Utah Code 53E-4-3
 Utah Code 53E-4-301
 Utah Code 53E-4-302
 Utah Code 53E-4-312
 Utah Code 53G-6-803

Synopsis:

Student's State Test Score and Participation
 Use of Reliable and Valid State Test Results
 Demonstrated Competency by State Test
 Unethical to Encourage Parents to Opt Out
 Parental Exclusion From State Testing

Utah Administrative Code Rule R277-404 Ethical Uses of State Test Results
Utah Administrative Code Rule R277-515 Teacher Obligation to Provide Opportunities for to
Demonstrate Knowledge and Skills

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