

CENTER FOR CREATIVITY, INNOVATION, AND DISCOVER

Test Administration and Testing Ethics Policy

Purpose

The Board of Directors of the Center for Creativity, Innovation, and Discovery (CCID) recognizes the responsibility of the school to implement testing procedures in accordance with state and federal laws to determine the effectiveness of the school in assisting students to master the fundamental educational skills toward which instruction is directed (Utah Code §53E-4-301).

The board acknowledges that results from the statewide assessment provide the public, the Legislature, the state board, public schools and teachers with the following (Utah Code §53E-4-301.5):

- Transparency concerning levels of proficiency achieved by students;
- Tools to plan, measure, and evaluate the effectiveness of educational programs at the school
- Information to recognize excellence;
- Information to identify the need for additional resources or to reallocate educational resources in a manner to ensure educational opportunities for all students;
- Data to improve existing programs.

The board also acknowledges its obligation to ensure that the school follows required procedures and provides appropriate training for the administration of statewide assessments, as required by state and federal law (Utah Admin. Code R277-404).

Definitions

Core Standards for Utah Public Schools: the standards established by the state board as described in Utah Code §53E-4-202.

English Language Proficiency Assessment: means the WIDA Assessing Comprehension in English State-to-State (ACCESS), which is designed to measure the acquisition of the academic English language for an English Learner student.

English Learner or EL Student: means a student who is learning in English as a second language.

Evidence-Based: means a strategy that has demonstrated a statistically significant effect on improving student outcomes.

Individualized Education Program or IEP: means a written statement for each child with a disability that is developed, reviewed, and revised in a meeting in accordance with §§300.320 through 300.324, and that must include:

- A statement of the child’s present levels of academic achievement and functional performance;
- A statement of measurable annual goals, including academic and functional goals;
- A statement of the special education and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child; and a statement of the program modifications or supports for school personnel that will be provided to enable the child:
 - To advance appropriately toward attaining annual goals;
 - To be involved in and make progress in the general education curriculum; and,
 - To be educated and participate with other children with disabilities and nondisabled children.
- An explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in regular activities;
- A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child; and
- Any other federally or state-mandated requirements.

Educator: means a teacher, counselor, administrator, librarian, or other person required, under rules of the state board, to hold a license per Utah Code §53E-6-102;

Licensed Educator: means a person holding an authorization issued by the state board that permits the holder to serve in a professional capacity in the public schools per Utah Code §53E-6-102;

Parental Notification Requirements: means notice by any reasonable means, including electronic notice, notice by telephone, written notice, or personal notice.

Section 504 Accommodation Plan: means a plan required by Section 504 of the Rehabilitation Act of 1973 which has been designated to accommodate an individual who has been determined, as a result of an evaluation, to have a physical or mental impairment that substantially limits one or more major life activities.

Standards Assessment: means an assessment described in Utah Code §53E-4-303, the Readiness Improvement Success Empowerment or RISE, and for one writing prompt from the writing portion of the RISE English Language Arts Assessment for grades 5 and 8.

Statewide Assessment: means the same as that term is defined in Utah Code §53E-4-301; a Utah alternative assessment; an English language proficiency assessment; a standards assessment described in Utah Code §53E-4-303; a high school assessment described in Utah Code §53E-4-304; a college readiness assessment described in Utah Code §53E-4-305; or an assessment of students in grade 3 to measure reading grade level described in Utah Code §53E-4-307. Statewide

assessments are also defined as assessments that are federally-mandated, state-mandated, and/or require the use of a state assessment system or software that is provided or paid for by the state (Utah Code 53G-6- 803.9a).

Utah Alternative Assessment: means an assessment instrument for a student in special education with a disability so severe that the student is not able to participate in a statewide assessment even with an assessment accommodation or modification; an assessment that measures progress on the Utah core instructional goals and objectives in the student's IEP; and, for English Language Arts, Science, and Mathematics, the Dynamic Learning Maps (DLM).

UTREx (Utah e Transcript and Record Exchange): means a system that allows a school and the USBE to electronically exchange an individual detailed student record; and electronic transcripts to be sent to any post-secondary institution, private or public, in-state or out-of-state, that participates in the e-transcript service.

Assessments at CCID

CCID adheres to the state's required administration of summative tests for students in each grade served by the school. Students in grades 3 through 8 take the RISE assessments. The school also administers benchmark assessments to measure student progress on certain learning goals over time, to guide teachers' instruction, and to monitor students' progress.

Responsibilities of the School, Teachers, Staff, and Proctors

- Schools are required to ensure that students are enrolled in appropriate courses and that curriculum and instruction in all courses is aligned with the Utah Core Standards.
- Educators are obligated to provide students with opportunities to demonstrate their knowledge and skills fairly and accurately.
- Educators involved with statewide assessments must conduct testing in a fair and ethical manner, adhere to all ethical practices and procedures per Utah Admin. Code R277-404, Utah Admin. Code R277-217-3.14, and the Assessment and Accountability requirements of the USBE (Assessment and Accountability website (<https://schools.utah.gov/assessment>)).
- The school requires an educator, assessment administrator, and proctor, including a third party proctor, to individually sign a document provided by the USBE acknowledging or assuring that the educator administers statewide assessments consistent with ethics and protocol requirements.
- An educator and assessment administrator must conduct assessment preparation, supervise assessment administration, and certify assessment results;

- An educator, assessment administrator, and proctor shall securely handle and return all protected assessment materials, where instruction, in strict accordance with the procedures and directions specified in assessment administration manuals, school rules and policies, and the Standard Test Administration and Testing Ethics Policy;
- The school shall provide a student's individual test results and scores to the student's parent or guardian upon request and consistent with the protection of student privacy.

Required Teaching Practices Related to Testing

Utah educators are expected to engage in the following teaching practices in advance of administering standardized tests to students:

- Provide instruction aligned with the Utah Core State Standards using appropriate, locally-adopted curriculum;
- Provide accommodations throughout instruction to eligible students as identified by an EL, IEP, or 504 team;
- Use a variety of assessment methods throughout the year, including the formative assessment process, to assess student competency and inform instructional practices;
- Provide students with a variety of assessment experiences throughout the year, including feedback on their performance and growth;
- Use the blueprints provided for specific assessments as instructional tools throughout the year;
- Use the resources provided for each assessment, as applicable, to familiarize students with the testing tools and item types.

Assessment Administration

- The school is required to administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies with the exception of students whose parents or guardians have excluded them from testing.
- The school shall develop a plan to administer statewide assessments which shall include the dates that the school will administer each statewide assessment; professional development for an educator to fully implement the assessment system; training for an educator, appropriate paraprofessional, or third party proctor in the requirements of assessment administration ethics; and training for an educator and an appropriate paraprofessional to use statewide assessments results effectively to inform instruction.
- At least once each year, the school shall provide professional development for all educators, administrators, and assessment administrators, including third party

proctors, concerning guidelines and procedures for statewide assessment administration, including educator responsibility for assessment security and proper professional practices.

- The school's assessment staff or third party proctor staff shall use the Standard Test Administration and Testing Ethics Policy to provide training for all assessment administrators and proctors.
- The school's assessment staff or third party proctor staff shall use the Standard Test Administration and Testing Ethics Policy Signature Form for all assessment administrators and proctors.
- The school may not release statewide assessment data publicly until authorized to do so by the USBE.
- The school's teachers, staff, third party proctor, or trained employee shall administer statewide assessments consistent with the testing schedule published on the USBE website.
- The school's teachers, staff, third party proctor, or trained employee shall complete all required assessment procedures before the end of the assessment window defined by the USBE.
- If the school requires an alternative schedule with assessment dates outside of the USBE's published schedule, the school will submit the alternative testing plan to the USBE by the required annual deadline; the alternative testing plan shall set dates for assessment and administration for courses taught face-to-face or online.
- A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.

Participation in Student Assessments and Parental Exclusion from Testing

- The school acknowledges that a parent is primarily responsible for a child's education and has the constitutional right to determine which aspects of public education the child participates in, including assessment systems.
- Parents may further exercise their inherent rights to exempt their children from a statewide assessment without further consequences by a school.
- A parent may exercise the right to exempt their child from a statewide assessment;
- If a parent exempts the parent's child from the basic civics test required in Utah Code §53E-4-205 and Utah Admin Code R277-700-8, the parent's child is not exempt from the graduation requirement in Utah Code §53E-4-205 and may not graduate without successfully completing the requirements;
- To exercise the right to exempt a child from a statewide assessment under this provision and ensure the protections of this provision a parent shall:

- Complete the parental exclusion from state assessment form provided by the USBE or a school-specific form that provides the same information and process;
- Submit the form to the Executive Director or designee by email, mail, or in person;
- Submit the form to the Executive Director or designee on an annual basis and at least one day before the beginning of the assessment;
- The school may allow a parent to exempt a student from taking a statewide assessment less than one day before the beginning of the assessment upon parental request;
- The Executive Director or designee, as well as a teacher or other school administrator may contact a parent to verify that the parent submitted a parental exclusion form.
- The school may request, but may not require, a parent to meet with a teacher or administrator regarding the parent's request to exclude the parent's student from taking a statewide assessment;
- The school may also hold an annual assessment meeting for parents to answer questions and to allow parents to experience the questions and item types on statewide assessments;
- The administration of any assessment that is not a statewide assessment, including consequences associated with taking or failing to take the assessment, is governed by the school's board and administrative policies;

Test Administration and Ethics

During Testing

The school is required to ensure that parents are provided with information and procedures regarding student participation in state testing. The school must also honor parent requests to exclude a student from taking an assessment in accordance with the requirements of Utah Code §53-G-6-803 and Utah Admin. Code R277-404. All statewide assessments are required to follow the protocols listed below:

- Tests must be proctored under the supervision of a licensed educator;
- Two assigned proctors must be actively involved in each testing session with one proctor present in the room at all times;
- Educators, paraprofessionals, and third-party proctors who administer and/or proctor tests, must complete annual testing ethics training provided by the school;
- Test administrators and proctors must review and follow guidelines, instructions, and scripts included in test administration manuals (TAM) for the assessment prior to and during the test administration;

- All students who are eligible to test are tested or recorded as to why they didn't participate;
- School hardware, software, and network specifications must be able to successfully support test administration;
- All school testing coordinators, administrators, teachers, and proctors administering tests must be aware of their role in the assessment administration;
- An appropriate environment must be established for testing to limit distractions;
- Students must not be discouraged from participating in testing;
- Students must not be penalized who have been excluded by a parent from a statewide assessment (Utah Admin. Code R277-404-7-3b);
- Students must not be provided a nonacademic reward for participating in or performing well on a statewide assessment (Utah Admin. Code R277-404-7-8) and Utah Code §53G-6-803-9c(iii).
- Students must be provided an alternative learning activity if they have been excluded by a parent from a statewide assessment (Utah Admin. Code R277-404-7-9);
- Students who have been exempted by a parent from a statewide assessment may be allowed to be physically present in the room during test administration though testing policy, procedures, and security should still be followed (Utah Admin. Code R277-404-7);
- Accommodations must be provided to eligible students, as identified by the EL, IEP, and/or 504 teams, consistent with those provided during instruction;
- Any student personal electronic devices (e.g., smart phones, smart watches, bluetooth headphones) must be inaccessible by students, if they can be used to:
 - access non-test content;
 - distribute test content and materials;
- Any electronic devices necessary for a student's health and safety (e.g. monitoring insulin levels) should be made available to the student when the need arises;
- All students should be allotted the appropriate amount of time they need to complete the assessment, but unlimited time is not appropriate or feasible for any student - extended time for a student should be based on the amount of extended time a student uses during instruction, classroom, and school assessments;
- Music can be distracting to students and, therefore, playing music during the test violates the standardization procedures for statewide assessments; if music is required by a student's IEP, the student will need to test in a separate location with proctor-provided music on a separate device;
- Headphones should be provided by the school for RISE and Utah Aspire Plus because text-to-speech is embedded and provided for these assessments;

- Students may create their own graphic organizers during the test but may not bring previously prepared graphic organizers or be provided one;
- Scratch paper provided during the test needs to be blank (lined notebook paper or graph paper without coordinate lines is allowed);
- Students may be provided a treat or snack during testing as long as all students receive the snack, timing of the snack is carefully considered, and students not taking the test are also provided with a snack;
- Make-up and test completion sessions are provided for students according to the policies and procedures as outlined in the test administration manual (TAM);
- If a class celebrates the completion of testing with a party or event, no student should be excluded from this non-academic activity based on their participation or non-participation in the statewide tests or their scores earned on the tests.

After Testing

- The school is required to ensure that test results are:
 - Provided to students and parents, along with information on how to appropriately interpret scores and reports, within three weeks of receipt of test scores by the school;
 - Provided to parents of students in grade 1, grade 2, and grade 3, the Acadience Reading and Acadience Math results by (a) October 30; (b) the last day of February; and (c) June 30;
 - Made available to educators for use in improving their instruction;
 - Maintained according to the school's policies and procedures;
- The school is also required to ensure that an individual educator, third party proctor, or school employee does 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.
- Licensed Utah educators must ensure that:
 - All by-products (e.g. scratch paper, notes, student test tickets) of student testing are collected and handled according to instructions in the test administration manual;
 - All test materials are returned to the assessment coordinator, as outlined in the test administration manual.

Allowances and Limitations on Use of Test Scores or Participation

- The school and its licensed Utah educators may use a student's score from a statewide assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course (Utah Code §53E-4-3 (302-305); Utah Admin. Code R277-404-7).

- The school and its licensed Utah educators may not prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course based on a student's score on a statewide assessment or because the student was exempted by a parent from taking the statewide assessment (Utah Admin. Code R277-404-6); or provide a nonacademic reward to a student for a student's participation in or performance on a statewide assessment (Utah Admin. Code R277-404-7).

Unethical Testing Practices

An educator who violates testing ethics practices and protocols is subject to disciplinary action from the Utah Professional Practices Advisory Commission consistent with Utah Admin. Code R277-215. Unethical testing practices include, but are not limited to:

- Failing to administer a statewide assessment;
- Failing to administer a statewide assessment within the designated assessment window;
- Violating any specific assessment administrative procedure specified in the assessment administration manual;
- Violating any state or school statewide assessment policy or procedure;
- Violating any procedure specified in the Standard Test Administration and Testing Ethics Policy;
- Submitting falsified data;
- Allowing a student to copy, reproduce, or photograph an assessment item or component;
- Knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student or class;
- Providing students directly or indirectly with or changing instruction to include a specific test question, answer, or the content of any specific item in a statewide assessment prior to or during test administration;
- Changing, altering, or amending any student's online or paper response answer or any other statewide material at any time in a way that alters the student's intended response;
- Rewording or clarifying questions, or using inflections 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);
- Using any prior form of any statewide assessment, including pilot assessment materials, that USBE has not released in assessment preparation without express permission of USBE;
- Displaying materials on walls or other high visibility 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 to observe testing sessions;
- Reviewing a student's response and instructing the student to, or suggesting that the student should, rethink their answers;
- Downloading, copying, printing, photographing, recording, or making any facsimile of protected assessment material prior to, during, or after test administration without express permission of USBE;
- 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 to exclude their students from participating in a statewide assessment Utah Code §53E-4-312.

Sharing Secure Test Information and Data Exchanges

- Test administrators or the Assessment Director may wish to contact the USBE Assessment and Accountability Department about a test question that is concerning to students and/or to test administrators;
- Test administrators or others should not take a photograph or email the content of a question to USBE or to the help desk that supports the specific assessment. Instead, test administrators should call the USBE Assessment content specialist and/or the specific assessment help desk with the specifics about the concerns;
- The school will update UTREx data using the processes and according to schedules determined by the USBE;
- The school will ensure that any computer software for maintaining or submitting school data is compatible with data reporting requirements;
- The school will follow the USBE direction detailing the data exchanges requirements for each statewide assessment and will verify that it has satisfied all these requirements;
- The school will ensure that all statewide assessment data have been collected and will certify that the data are ready for accountability purposes no later than July 12 of each year.
- Test administrators or others will not share student PII when communicating with the USBE or associated testing vendor when requiring support.

Reporting Testing Administration or Ethics Violations

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

- When the school receives a report of a testing administration or testing ethics violation, the school administration, including the Assessment Director, will conduct an initial investigation;
- The Assessment Director will review the initial investigation and determine 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 or a reprimand, be subject to disciplinary action, be terminated, and/or lose their Utah teaching license.

Reporting Assessment Results and Intervention Requirements

- Results of an individual student's tests shall be shared with the student and his/her parent or guardian.
- All teachers, paraprofessionals, and administrators shall be provided in-service training each school year in how to utilize assessment results to inform classroom instruction.

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