



## **Test/Assessments Administration Policy**

### **I. Purpose and Philosophy**

- A. To ensure that students' progress is accurately measured through state-required achievement tests, the Board and Administration recognize Channing Hall's responsibility to implement testing procedures in accordance with state and federal laws.
- B. The Channing Hall Board and faculty may use the information from student testing as one of its methods to plan, measure, and evaluate the effectiveness of the educational program.

### **II. Procedures**

- A. It shall be the responsibility of the School Administration to establish specific assessment procedures that all personnel shall follow when administering state-required student tests, in accordance with state and federal laws.
- B. It is the responsibility of all educators to take reasonable steps to ensure that students are prepared with the experience, knowledge, aptitude, and/or basic skills that will allow them to demonstrate substantive ability on tests.
- C. All teachers, paraprofessionals and administrators shall be provided professional development each school year concerning the implementation, ethics, guidelines and procedures that govern state-mandated testing, including teacher responsibility for test security and proper professional practices.
- D. The school shall administer mandated tests in compliance with established school and Utah State Board of Education (USBE) calendars.
- E. Channing Hall administration and staff shall comply with the Utah Accountability Technical Manual (2017-18) as provided on the USBE website.

### **III. Security**

- A. The Channing Hall administration has responsibility for oversight of the security of all testing materials while these materials are at the school.
- B. All test booklets, administration manuals, and answer sheets shall be secured before and after the test administration.
- C. Only authorized personnel shall access electronic tests at appropriately scheduled times.
- D. No Channing Hall board members or employees shall make copies of state-provided test booklets or answer sheets.

- E. Schools shall secure all test materials in a central location before and after the testing window. Access to the secured materials shall be restricted to authorized personnel.
- F. The confidentiality of tests, testing materials, and answer sheets shall be maintained by all school personnel.

#### **IV. Testing Protocols**

- A. School personnel shall conduct test preparation, test administration, and the return of all secure test materials or the closing of electronic access in strict accordance with this policy, administrative procedure, Utah Board of Education rules and requirements, and the Utah Accountability Technical Manual.
- B. All state-mandated tests shall be conducted without reference materials available to students, unless the test publisher or Utah Accountability Manual directs otherwise.
- C. The following actions are prohibited by Channing Hall personnel:
  - 1. Providing students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any test prior to or during administration of testing;
  - 2. Copying, printing, photographing or making any facsimile of testing material prior to test administration without express permission of the specific test publisher and the USBE;
  - 3. Altering, changing or amending any student answer sheet or other test materials at any time in such a way as to alter the student's intended response or inconsistently with the Utah Accountability Manual;
  - 4. Using any prior form of any state-mandated test in test preparation without express permission of the test publisher and the USBE;
  - 5. Violating any specific test administration procedure or guidelines provided in the Utah Accountability Manual;
  - 6. Knowingly and intentionally taking any action that would inappropriately affect the security, validity, or reliability of test scores of any individual student, class, or school.

#### **V. Assessment Results**

- A. Results of an individual student's tests shall be shared with the student and his/her parent or guardian.
- B. All teachers, paraprofessionals and administrators shall be provided professional development annually to assist them to use assessment results effectively to inform classroom instruction.
- C. Results of an individual student's tests shall not be considered in determining a student's academic grade for the relevant course or grade.
- D. Consistent with R277-404-6, teachers may accommodate a parent's request to allow a student's demonstration of proficiency on a state required assessment to fulfill a requirement in a course.

#### **VI. Students with Disabilities**

- A. All students with disabilities shall participate in state-mandated assessments as outlined in USBE Utah Accountability Technical Manual.