

NUAMES Policy and Procedures
277-473: Testing Procedures Policy*
Revised: September 24, 2013
Approved: October 23, 2013

1. PURPOSE AND PHILOSOPHY

To ensure that student progress is accurately measured through standardized achievement tests, NUAMES recognizes its responsibility to implement standardized testing procedures in accordance with state and federal laws. Information from such student standardized testing may be used by NUAMES and its teachers as an additional tool to plan, measure, and evaluate the effectiveness of NUAMES' educational program.

2. GUIDELINES AND PROCEDURES

It shall be the responsibility of the Assessment Director to establish specific guidelines and procedures which NUAMES personnel shall follow when administering standardized student tests, in accordance with state and federal laws.

2.1 It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, or basic skills of each individual student taking those tests.

2.2 All teachers and administrators shall be provided in-service training concerning these guidelines and procedures; including teacher responsibility for test security and proper professional practices each school year.

2.3 NUAMES shall administer mandated tests in compliance with established NUAMES calendars.

3. SECURITY

It shall be the responsibility of the school principal to oversee the security of all testing materials while at their site.

3.1 All test booklets, administration manuals, answer sheets, and student identification labels shall be secured before and after the test administration.

3.2 No copies of test booklets or answer sheets shall be made.

3.3 Schools shall secure all protected test materials in a central location before and after the testing window. Access to the secured materials shall be restricted to authorized personnel.

3.4 The confidentiality of tests, testing materials, and answer sheets shall be maintained by all NUAMES personnel.

3.5 All test questions and answers for all standardized tests or Computer Based Test (CBT) files shall be designated protected, until released by the USOE. A student's individual answer sheet shall be available to parents under the federal Family Educational Rights and Privacy Act (FERPA).

3.6 Violations of test security shall be reported without delay to the Principal. The Principal shall investigate any reported incidents of breaches in test security and may implement reasonable sanctions necessary to preserve the security and confidentiality of future tests and test administrations.

4. STANDARDIZED TESTING PROTOCOL

District personnel shall conduct test preparation, test administration, and the return of all secure test materials in strict accordance with procedures specified in test administration manuals, school guidelines and procedures, USOE rules, and state application of federal requirements for funding.

4.1 All standardized tests shall be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise.

4.2 NUAMES personnel shall not:

4.2.1 provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration;

4.2.2 copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the Utah State Office of Education (USOE) and NUAMES administration;

4.2.3 alter, change or amend any student answer sheet, including CBT files, or other standardized test materials at any time in such a way as to alter the student's intended response

4.2.4 use any prior form of any standardized test in test preparation without express permission of the test publisher, including USOE and District administration;

4.2.5 use an assessment not specifically approved by the USOE;

4.2.6 violate any specific test administration procedure or guidelines specified in the test administration manual, or violate any state standardized testing policy or procedure;

4.2.7 knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores of any individual student, class, or school;

4.2.8 fail to administer a required assessment; or

4.2.9 submit falsified data.

5. ASSESSMENT RESULTS

5.1 Results of an individual student's standardized tests shall be shared with the student and parent/guardian.

- 5.2 Results of an individual student's standardized tests shall be considered in determining a student's academic grade for the appropriate course or grade
- 5.3 Standardized testing statistical data shall be made available to residents and the general public through the NUAMES' annual performance report.

6. STUDENTS WITH DISABILITIES

All students with disabilities shall participate in standardized testing as outlined in USOE Testing Policy "Requirement for Participation of Utah Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)."

7. USOE DESIGNATED 10TH GRADE TEST REQUIREMENTS AND PROCEDURES

7.1 Testing Eligibility

7.1.1 Building principals shall certify that all students taking the designated 10th grade test in any administration are qualified to be tested. Students are qualified if they are:

[a] enrolled in tenth (10th), eleventh (11th), or twelfth (12th) grade in a school program;

[b] are enrolled in a Utah private/parochial school, with documentation required under UCA §53A-11-102, and are at least fifteen (15) years old.

7.1.2 Students approved for accommodations, assistive devices, or other special conditions during testing shall submit appropriate documentation at the test site.

7.2 Testing Procedures

7.2.1. The designated 10th grade test shall be administered in one administration on an annual basis at a date and time determined by NUAMES.

7.2.2 Makeup opportunities shall be provided to students if they are not present for the entire designated 10th grade test. NUAMES shall:

[a] determine acceptable reasons for student makeup eligibility which may include absence due to illness, absence due to family emergency, or absence due to death of family member or close friend;

[b] provide a makeup opportunity for a student who could not participate in the test dates during the student's 11th & 12th grade years at dates and time determined by NUAMES;

[c] determine and notify parents in an appropriate and timely manner of dates, times, and sites of makeup opportunities for the designed 10th grade test.

8. CRISIS INDICATORS IN STATE ASSESSMENTS

Students participating in state assessments may reveal intentions to harm themselves or others, that the student is at risk of harm from others, or may reveal other indicators that the student is in a crisis situation. In the event the USOE notifies a NUAMES employee that a student answer indicates the student may be in a crisis situation, the employee shall respond to the notification as provided in Utah Administrative Code.

9. PENALTIES FOR VIOLATIONS

Violation of this policy may subject licensed educators to possible disciplinary action under Utah Educator Standards (Utah Administrative Code R277-515-4).

** The above policies have been adapted, in part, from Davis School District.*