



Davis School District

COMPREHENSIVE ASSESSMENT SYSTEM PLAN
Guidelines and Procedures



This Handbook is designed to establish the District's *Comprehensive Assessment System Plan* as required by Utah Code Title 53A, Chapter 1, Part 6 Achievement Tests and Utah State Board of Education Administrative Rule R277-404 Requirements for Assessments of Student Achievement.

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APPLICABLE LAWS AND BOARD OF EDUCATION POLICIES

4I-005 Assessment of Student Achievement

This policy set forth the Board's philosophy regarding uniform assessments, assigns responsibility for developing guidelines and procedures, requires training and provides opportunities for exceptions to certain assessments.

USOE's Standard Test Administration and Testing Ethics Policy, August 8, 2014.

This manual sets forth the expected standards of practice for individuals administering uniform assessments, mandates reporting of violations, and outlines possible state discipline.

Utah Code Ann. 53A-1-601 through 613. Achievement Tests.

Utah Admin. Code R277-404. Requirements for Assessments of Student Achievement.

Utah Admin. Code R277-604. Private School, Home School, Electronic High School (EHS) and Bureau of Indian Affairs (BIA) Student Participation in Public School Achievement Tests.

DEFINITIONS

"Individualized Education Program" or "IEP" means a written statement, for a student with a disability that is developed, reviewed, and revised in accordance with the Individuals with Disabilities Education Act.

"State Administered assessment" means a formative, interim, summative SAGE, Utah alternate assessment, benchmark reading assessment, EXPLORE, PLAN, or the ACT.

SUPPORT PERSONNEL

ASSESSMENT DIRECTOR

Each school district is responsible for designating an assessment director. This assessment director is responsible for insuring that all statewide assessment policies and procedures are adhered to and implemented.

Logan Toone

Assessment Director

EMAIL: ltoone@dsdmail.net

PHONE: (801) 402-5303

- School Improvement/LAND Trust Plans
- UCAS/School Grades
- Research Requests
- AP, ACT, and Graduation Data
- Data Requests
- Internal Research
- DIBELS Development
- Ethics Investigation

ASSESSMENT STAFF

In providing hundreds of thousands of assessments over the course of a school year, the Director of Assessment requires a support staff with expertise in a number of different areas.

Brandon Thacker

Assessment Supervisor

bthacker@dsdmail.net

(801) 402-5213

- Student Assessment of Growth and Excellence (SAGE)
- WIDA, DLM, UAA
- Assessment Software
- Assessment Labs
- Data Requests
- AEC Training/Communication

Stacy Paskett

Data Analyst

spaskett@dsdmail.net

(801) 402-5491

- District CRTs (Grades 1 and 2) Support
- Kindergarten Skills Inventory Support
- myDSD Testing
- myDSD Surveys
- ENCORE/Reports
- SDRT
- Gifted/Talented

Bryce Barth

Data Analyst

bbarth@dsdmail.net

(801) 402-5229

- SERF Manager
- Data Requests
- Internal Student Database
- Support for Grant Evaluation
- Membership/Enrollment Data

Suzanne Cottrell

Assessment Supervisor

sucottrell@dsdmail.net

(801) 402-5173

- District CRTs (Grades 1 and 2)
- Survey Development and Administration
- Kindergarten Skills Inventory
- My DSD Testing
- Ethics Training
- Assessment & Evaluation Coordinator (AEC)
/Ethics Training
- Small Learning Communities Liaison

Brent Hinds

Data Analyst

brhinds@dsdmail.net

(801) 402-5141

- Student Assessment of Growth and Excellence (SAGE)
- WIDA Coordinator
- ACT/AP/Explore/PLAN
- Performance Reports
- DIBELS Data Contact
- Web Master

Debra Bredthauer

Data Technician

dbredthauer@dsdmail.net

(801) 402-5305

- Assessment & Evaluation Calendars
- Purchasing / Budgets
- Emergency Plan
- School Contact (Elementary)
- USOE Data Display (Cognos) Accounts

Julie Boren

Data Technician

jboren@dsdmail.net

(801) 402-5642

- SHARP Survey
- WIDA/DIBELS Materials
- NAEP, TIMMS, PIRLS
- LAND Trust Support
- Accreditation Support
- School Contact (Secondary)

Sandra Huntington

Test Center Coordinator

shuntington@dsdmail.net

(801) 402-5385

- Demonstrative Competency
- Gifted/Talented Proctor
- UT Student Connect Proctor
- Other Test Proctoring
- Publicity

SITE TEST COORDINATORS

The principal of each site is responsible to designate a “site test coordinator.” The site test coordinator will be responsible to:

[Need to add qualification, selection, timeframe, expectations, any compensation]

TRAINING

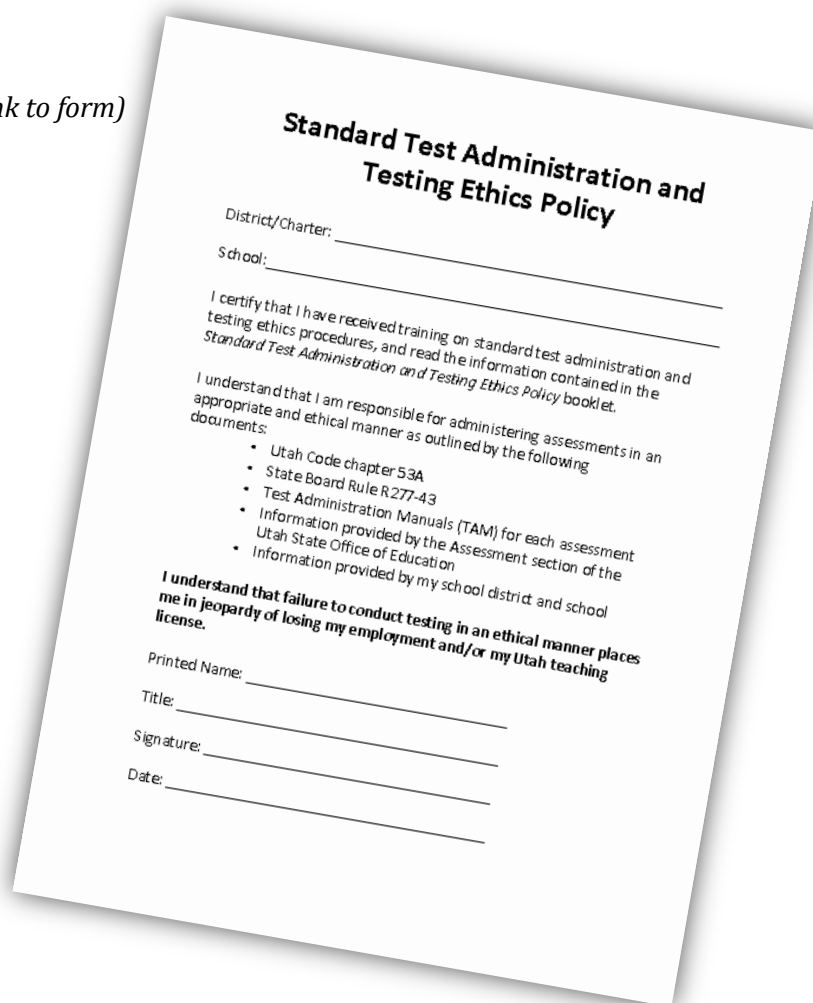
At least once each school year, the Assessment Department will provide professional development regarding guidelines and procedures for standardized assessment administration, including educator responsibility for assessment, security, and proper professional practices.

Training shall be based on the USOE Testing Ethics Policy and the training resources developed by USOE.

All educators, and assessment administrator/proctors shall individually sign the Testing Ethics signature page provided by the USOE acknowledging or assuring that the educator shall administer assessments consistent with ethics and protocol.

TESTING ETHICS SIGNATURE PAGE (FORM)

(Click on page to link to form)



Standard Test Administration and Testing Ethics Policy

District/Charter: _____

School: _____

I certify that I have received training on standard test administration and testing ethics procedures, and read the information contained in the *Standard Test Administration and Testing Ethics Policy* booklet.

I understand that I am responsible for administering assessments in an appropriate and ethical manner as outlined by the following documents:

- Utah Code chapter 53A
- State Board Rule R277-43
- Test Administration Manuals (TAM) for each assessment
- Information provided by the Assessment section of the Utah State Office of Education
- Information provided by my school district and school

I understand that failure to conduct testing in an ethical manner places me in jeopardy of losing my employment and/or my Utah teaching license.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

STANDARD TEST ADMINISTRATION AND TESTING ETHICS

All educators and assessment administrators/proctors shall administer assessments according to the following ethics and protocol requirements.

PURPOSE OF TESTING

Valid and reliable results from uniform assessments provide information used by:

- | | |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <i>Students</i> | to determine how well they have learned the skills and curriculum they are expected to know. |
| <i>Parents</i> | to know whether their student is gaining the skills and competencies needed to be competitive and successful. |
| <i>Teachers</i> | to gauge their students' understanding and identify potential areas of improvement in their teaching. |
| <i>Schools and District</i> | to evaluate programs and provide additional support. |
| <i>The Public</i> | to evaluate schools and districts. |

PREPARATION FOR TESTING

Ethical testing begins with ethical teaching. Educators should:

- Ensure students are enrolled in appropriate courses and receive appropriate instruction.
- Provide instruction to the intended depth and breadth of the course curriculum.
- Provide accommodations throughout instruction to eligible students as identified by an ELL, IEP, or 504 team.
- Use a variety of assessment methods to inform instructional practices.
- Introduce students to various test-taking strategies throughout the year.
- Use the science reference sheets provided for specific assessments as instructional tools throughout the year.
- Provide students with opportunities to engage with available training tests to ensure that they can successfully navigate online testing systems, and to ensure that technology configurations can successfully support testing.

Educators may also:

- Use formative assessments throughout the year using high-quality, non-secure test questions aligned to DESK Standards.

DURING TESTING: ASSESSMENT PRACTICES

Each school administrator and site test coordinator will ensure:

- All students who are eligible to test are tested, or accounted for according to the specific assessment's policy.
- Parents are provided with clarifications and procedures regarding student participation in state testing.
- All tests are administered under the supervision of a licensed educator.
- Educators and school staff serving as assessment administrators or proctors have completed annual ethics training, signed an acknowledgment of the training and accountability for ethically administering tests.
- Hardware, software, and networks at the school site have been tested and are in operating order to administer appropriate tests.

Each licensed educator or trained employee shall ensure:

- An appropriate environment reflective of an instructional setting is set for testing to limit distractions from surroundings or unnecessary personnel.
- All students who are eligible for testing are tested.
- A student is not discouraged from participating in state assessments, but upon a parent's opt-out request, the student is provided with a meaningful educational activity.
- Tests are administered in-person and testing procedures meet all test administration requirements.
- Active test proctoring occurs: walking around the room to make sure that each student has or is logged into the correct test; has appropriate testing materials available to them; and are progressing at an appropriate pace.
- No person is left alone in a test setting with student tests left onscreen or open.
- The importance of the test, test participation, and the good faith efforts of all students are not undermined.
- All information in the Test Administration Manual (TAM) for each test administered is reviewed and strictly followed.
- Accommodations are provided for eligible students, as identified by an ELL, IEP, or 504 team. These accommodations should be consistent with accommodations provided during instruction throughout the instructional year.
- Any electronic devices that can be used to access non-test content or to record/distribute test content or materials shall be inaccessible by students (e.g., cell phones, recording devices, internet-capable devices). Electronic security of tests and student information must not be compromised.

- Test materials are secure before, during, and after testing. When not in use, all materials shall be protected, where students, parents cannot gain access.
- No one may enter a student's computer-based test to examine content or alter a student's response in any way either on the computer or a paper answer document for any reason.
- All assessments shall be administered consistent with the designated assessment windows.

AFTER TESTING

Each licensed educator or trained employee shall ensure:

- Test administration manual instructions for ending testing sessions are followed.
- Make-up and test completion sessions are provided for students who miss all or part of the test, as appropriate for and according to the policies and procedures of each assessment.
- All test materials are organized and returned to the Site Test Coordinator, as appropriate.
- All by-products of student testing are collected and protected between and after testing sessions, and securely destroyed as appropriate. This includes notes, outlines, graphic organizers, student drafts, etc.

Educators may not change student answers in any way, for any reason.

TEST RESULTS

All assessment materials, questions and student responses for required assessments shall be designated protected, consistent with Utah Code Ann. §63G-2-305, until released by the USOE.

Individual student test results should be:

- Provided to students and parents upon request, with information on how to appropriately interpret scores and reports.
- Made available to educators for use in improving their instruction.
- Maintained according to local policies and procedures.
- Kept confidential.

Individual student test results may not be considered in determining:

- A student's academic grade for the appropriate course; or
- Whether a student may advance to the next grade level.

TESTING ETHICS

Administrators, educators, and staff are accountable under District Policy and these procedures and guidelines and must comply with all ethical and procedural requirements when preparing for, administering, and accounting for assessments and their results. Employees violating these provisions may be subject to disciplinary action, up to and including termination from employment. Additionally, licensed educators violating testing procedures and/or ethics are subject to referral to the Utah Professional Practices Advisory Commission for disciplinary action related to their educator license.

It is unethical for employees, including educators, to jeopardize the integrity of an assessment or the validity of student responses.

Unethical practices include:

- Providing students with questions from the test to review before taking the test.
- Changing instruction or reviewing specific concepts because those concepts appear on the test.
- Rewording or clarifying questions, or using inflection or gestures to help students answer.
- Allowing students to use unauthorized resources to find answers, including dictionaries, thesauruses, mathematics tables, online references, etc.
- Displaying materials on walls or other high visibility surfaces that provide answers to specific test items (e.g. posters, word walls, formula charts, etc.).
- Reclassifying students to alter subgroup reports.
- Allowing parent volunteers to assist with the proctoring of a test their child is taking or 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 suggesting that the student should, rethink his/her answers.
- Reproducing, or distributing, in whole or in part, secure test content (e.g., taking pictures, copying, writing, posting in a classroom, posting publically, emailing).
- Explicitly or implicitly encouraging students to not answer questions, or to engage in dishonest testing behavior.
- Administering tests outside of the prescribed testing window for each assessment.

REPORTING VIOLATIONS

Ethical violations of state law, district policy, or these assessment procedures and guidelines shall be reported immediately to the site test coordinator, the school administrator, or the District Assessment Director. If the individual is uncomfortable reporting to any of the above, state procedures allow for reporting directly to the state assessment director.

- In most cases, an initial investigation will be conducted at the school level by the school administrator.
- The District Assessment Director will review the initial investigation and determine findings with regard to the alleged violation.
- If the allegations are found more likely than not to have occurred, the District Assessment Director, the School Director, and the Director of Human Resources will apply the procedures of the District's Employee Discipline and Dismissal Policy. In applying the provisions of this policy, the employee may receive further training, a reprimand, or other additional disciplinary action up to and including termination.
- If the violation is of sufficient concern, the Director of Human Resources may forward the incident to the Utah Professional Practices Advisory Commission for review.

PARENT REQUEST TO EXEMPT STUDENT

[Testing Opt Out Letter to Parents](#)

[Standardized Assessment Opt Out Form](#)

At the request of a student's parent or guardian, a school shall excuse a student from taking a state administered assessment. A "state administered assessment" means a formative, interim, summative SAGE, Utah alternate assessment, benchmark reading assessment, EXPLORE, PLAN, or the ACT. (See, Utah Administrative Code R277-404-1.M.).

Any assessment not listed above, is not open to the same exemption provisions and protection from consequences. The consequences of taking or failing to take these "non-state administered" assessments shall be governed by the applicable District, school, or class policy.

The process for a parent or guardian to exempt their children from a state administered assessment is provided by Utah Administrative Code R277-406-6.C. A school or educator may not impose additional procedures to exercise this right nor may any penalty or adverse consequences be imposed upon the student.

A parent desiring to exempt their student from state administered assessment(s) shall annually complete the Utah State Board of Education approved parent excuse form a minimum of one (1) day prior to the administration of the state administered assessment, and provide the form to the responsible school.

School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students excused from taking a state administered assessment. Additionally, no school or employee may reward a student for merely taking a state administered assessment.

PARENT REQUEST TO EXEMPT STUDENT (FORM)

April 30, 2015 Assessment Director Meeting, USOE published: "USOE will create an electronic opt out form for LEA's to use before fall 2015."

HOME SCHOOL/PRIVATE SCHOOL/EHS

State law and District policy provide opportunities for Utah home school, private school, and electronic high school students to participate in state mandated assessments if they so desire. To accommodate these students, the following processes have been established.

ANNUAL ASSESSMENT CALENDAR

The Department will post upcoming testing calendars on their department homepage at least _____ prior to the opening of the test window.

FEEs

State law allows the charging of fees in certain instances. The Department will identify and maintain a listing of fees associated with the administration of each state mandated assessment. The listing will include an explanation of costs and may include materials, scoring, reporting, etc. The listing will specifically identify which costs are related to the District's administration of the assessment and which are state-related costs as determined by the state. Any District related costs will remain with the District and any state related costs collected will be forwarded to the USOE.

If a student is enrolled in a Davis School District school, the District has chosen not to impose a District fee for participation in state mandated assessments.

A home school student whose custodial parent or legal guardian resides within the boundaries of the District may not be charged any fees which are not charged to a regularly enrolled District student. However, the Department may submit a request for reimbursement for fees attributable to the home school student's assessment(s) to the USOE.

Reasonable costs as identified by the Department may be assessed upon Utah private school student desiring to participate in state mandated assessments and may be paid by either the student or the private school. All fees must be paid in advance of the assessments.

DAVIS SCHOOL DISTRICT ASSESSMENT FEES (FORM)

APPLICATION PROCESS

PRIVATE SCHOOL

The District may allow private school students whose custodial parent or legal guardian resides within the boundaries of the District to participate in state mandated assessments through the District. The District may allow a private school with physical facilities located within the District's boundaries to have its students participate in state mandated assessments through the District.

1. The private school or private school student shall submit a written application to the Department at least 30 days prior to the beginning of the test window.
2. The Department shall respond to the request in a timely manner. If the application is approved, the response shall indicate:
 - the location(s) and time(s) for assessment;
 - assessment rules, including identification and proof of residency;
 - fees, which must be paid prior to the day of the assessment;
 - a list of implements or materials which the student may or may not bring to the assessment; and
 - any other information deemed relevant by the Department.
3. The Department shall determine at which public schools within the District private school students may take achievement tests. The number of private school students will be limited to space available after currently enrolled public school students have been accommodated.
4. In the event a private school student has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the private school student/parent to indicate such at the time of application. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The private school student shall be informed of the results of the determination prior to the testing date. Any costs related to providing the approved accommodations must be paid prior to the assessment date.
5. A private school administrator may be required to participate in the monitoring and/or proctoring of assessments at the discretion of the Department. Additionally, a private school administrator may be required to be present at the site to remove any student who becomes disruptive to the assessment environment.
6. Assessment results will be mailed to the home address provided on the application for assessment.

HOME SCHOOL

The District shall allow home school students whose custodial parent or legal guardian resides within the boundaries of the District to participate in state mandated assessments through the District if the student has applied for and received a compulsory education exemption from the District's Student Services Department for the applicable school year. In addition, a secondary student must be enrolled in one or more Core program(s) or course(s) at their resident public school.

1. The home school student shall submit a written application to the Department at least 30 days prior to the beginning of the test window.
2. The Department shall respond to the request in a timely manner. If the application is approved, the response shall indicate:
 - the location(s) and time(s) for assessment;

- assessment rules, including identification and proof of residency;
 - a list of implements or materials which the student may or may not bring to the assessment; and
 - any other information deemed relevant by the Department.
3. The Department shall determine at which public schools within the District home school students may take achievement tests.
 4. In the event a home school student has an IEP or 504 Accommodation Plan in place requiring special accommodations, it is the responsibility of the student/parent to indicate such at the time of application. The Department shall review the requested accommodation(s) and determine the costs and feasibility of the request. The student shall be informed of the results of the determination prior to the testing date. Any costs related to providing the approved accommodations shall be submitted to USOE for reimbursement.
 5. The parent/guardian may be required to be present at the site to remove any student who becomes disruptive to the assessment environment.
 6. Assessment results will be mailed to the home address provided on the application for assessment.

UTAH ELECTRONIC HIGH SCHOOL (EHS)

The District shall allow EHS students to participate in state mandated assessments so long as:

1. the student's custodial parent or legal guardian resides within the boundaries of the Districts;
2. the student has been enrolled in EHS by the school counselor consistent with the student's Plan for College and Career Readiness; and
3. the student has received a compulsory education release through the District's Student Services Department

The Department shall submit a request for reimbursement of cost to USOE for administering state mandated assessments to EHS students.

HOME/PRIVATE/EHS APPLICATION (FORM)
