

# 610: Requirements for Assessments of Student Achievement Policy

## 1. Purpose

St. George Academy is committed to use state assessments as a tool to evaluate a student's mastery and enhance SGA's curriculum and learning targets. It is imperative that students of St. George Academy receive the essential knowledge included in the Utah State Standards. SGA's philosophy is to ensure that every student has the necessary foundation to continue growing into a lifelong learner. Furthermore, SGA is dedicated to providing these assessments in an ethical manner.

## 2. Definitions

2.1 "Benchmark assessment" means the USBE approved literacy, mathematics, or science assessment that is administered to students at the beginning, middle, or end of year.

2.2 "College readiness assessment" means the same as that term described in [Utah Code Section 53E-4-305](#) and the ACT.

2.3 "English Learner" or "EL student" means a student who is learning English as a second language.

2.4 "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.

2.5 "Family Educational Rights and Privacy Act of 1974" or "FERPA," [20 U.S.C. 1232g](#), means a federal law designed to protect the privacy of students' education records.

2.6 "High school assessment" means the same as that term is described in [Section 53E-4-304](#), the "Utah Aspire Plus," and includes the Utah Aspire Plus assessment of proficiency in English, math, science, and reading.

2.7 "National Assessment of Education Progress" or "NAEP" means the national achievement assessment administered by the United States Department of Education to measure and track student academic progress.

2.8 "Statewide assessment" means an assessment described in Subsection [53G- 6-803\(9\)\(a\)](#), described in [Subsection 53E-4-303\(2\)\(a\)](#) and means the "Readiness Improvement Success Empowerment" or "RISE."

2.10 "Statewide assessment" means the same as that term is defined in [Subsection 53E-4-301\(2\)](#),

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Utah alternate assessment and English language proficiency assessment.

2.11 "Section 504 accommodation plan" means a plan required by Section 504 of the Rehabilitation Act of 1973 and designed 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.

2.12 "Utah alternate assessment" means an assessment instrument for a student in special education with a disability so severe the student is not able to participate in a statewide assessment even with an assessment accommodation or modification and that measures progress on the Utah core instructional goals and objectives in the student's IEP.

2.13 "Utah alternate assessment" means, for English language arts, science and mathematics, the Dynamic Learning Maps (DLM), will be utilized.

2.14 "Utah eTranscript and Record Exchange" or "UTREx" means a system that allows SGA Administration 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.

### **3. Incorporation of Standard Test Administration and Testing Ethics.**

3.1 SGA shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.

3.2 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.

3.3 St George Academy's Assessment Director shall develop a plan consistent with USBE rules to administer statewide assessments every school year.

3.3.1 The plan shall include the dates that SGA will administer each statewide assessment, professional development for an educator to fully implement the assessment system and 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 assessment results effectively to inform instruction.

3.3.2 This plan shall be submitted to SGA Administration by September 15 annually.

3.4 At least once each school year, SGA 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

***Board Approved 12/8/22***

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responsibility for assessment security and proper professional practices.

3.5 The SGA Assessment Director shall use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors.

3.6 SGA may not release statewide assessment data publicly until authorized to do so by USBE.

3.7 An SGA educator, third party proctor, or trained employee shall administer statewide assessments consistent with the testing schedule published on the USBE website.

3.8 An LEA educator, third party proctor, or trained employee shall complete all required assessment procedures prior to the end of the assessment window defined by the Assessment Director.

3.9 SGA requires an educator, assessment administrator, and proctor, including a third-party proctor, to individually sign an assurance form acknowledging the educator administers statewide assessments consistent with ethics and protocol requirements.

3.10 The SGA Assessment Director shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the SGA Administration.

3.11 An educator, the Assessment Director, and proctor shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, SGA rules and policies, and the Standard Test Administration and Testing Ethics Policy.

## **4. Required Ethical Practices Regarding Students and Parents**

4.1 An SGA Administrator or faculty member 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 from taking a statewide assessment.

4.2 As used in this section, "penalize" means to put in an unfavorable position or at an unfair disadvantage.

4.3 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.

4.4 Parents may further exercise their inherent rights to exempt their children from a statewide assessment without further consequence by an employee of the school.

4.5 No employee of SGA may penalize a student who is exempted from a statewide assessment.

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4.6 If a parent exempts their child from the basic civics test required in [Sections 53E-4-205](#) and [R277-700-8](#), the parent's child is not exempt from the graduation requirement in Subsection [53E-4-205\(2\)](#) and may not graduate without successfully completing the requirements of Sections [53E-4-205](#) and [R277-700-8](#).

4.7 To exercise the right to exempt a student from a statewide assessment, a parent shall fill out the Parental Exclusion from State Assessment Form provided on the USBE website and submit it to SGA Administration either by email, mail, or in person on an annual basis.

4.8 SGA allows a parent to exempt a student from taking a statewide assessment less than one day prior to the beginning of the assessment.

4.9 As per [Board Rule R277-404](#), a teacher, principal, or other SGA administrator may contact a parent to verify that the parent submitted a parental exclusion form.

4.10 SGA may request, but may not require, a parent to meet with a teacher or SGA administrator regarding the parent's request to exclude their student from taking a statewide assessment.

4.11 SGA shall provide a student's individual test results and scores to the student's parent or guardian through the ASPIRE system.

4.12 SGA may not provide a nonacademic reward to a student for a student's participation in or performance on a statewide assessment.

4.13 SGA can allow an educator to provide an academic incentive for a student's performance on a statewide assessment in accordance with [Utah Code Subsections 53E-4-303\(4\)\(b\), 304\(3\), and 305\(4\)](#).

4.14 SGA shall ensure that a student who has been exempted from participating in a statewide assessment under this section is provided with an alternative learning experience if the student is in attendance during test administration.

4.15 SGA does allow a student who has been exempted from participating in a statewide assessment to be physically present in the room during test administration.

## **5. Employee Compliance with Assessment Requirements, Protocols, and Security.**

5.1 An educator, test administrator or proctor, administrator, or school employee may not:

5.1.1 Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or SGA statewide assessment policy or procedure, or

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violate any procedure specified in the Standard Test Administration and Testing Ethics Policy;

5.1.2 Fail to administer a statewide assessment;

5.1.3 Fail to administer a statewide assessment within the designated assessment window;

5.1.4 Submit falsified data;

5.1.5 Allow a student to copy, reproduce, or photograph an assessment item or component;

5.1.6 Knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student, class, or school.

5.2 A school employee or third party proctor shall promptly report an assessment violation or irregularity to SGA Administration.

5.3 An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with [R277-215](#).

5.4 All assessment materials, questions, and student responses for required assessments are designated protected, consistent with [Utah Code Subsection 63G-2-305\(5\)](#).

5.5 Only authorized personnel have access to assessment material.

5.6 SGA will ensure that assessment materials are returned to USBE following testing, as required by the [Board Rule R277-404](#).

5.7 An individual educator, third party proctor, or school employee may 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.

## 6. Required Data Exchange

6.1 SGA shall update UTREx data using the processes and according to schedules determined by USBE.

6.2 SGA shall ensure that any computer software for maintaining or submitting student data is compatible with data reporting requirements established in [Rule R277-484](#).

6.3 SGA shall ensure that all statewide assessment data have been collected and certify that the data are ready for accountability purposes no later than the deadline in [Board Rule R277-404](#).

6.4 Beginning with the 2021-2022 school year and consistent with Utah law, SGA Administration

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shall return assessment results from all statewide assessments to the school before the end of the school year.

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