

Utah State Board of Education Standard Test Administration and Testing Ethics Policy

For Utah Educators

2017-2018



Organization of the Policy and Presentation

The [**Standard Test Administration and Testing Ethics Policy**](#) is organized by the following headings.

Click on the headings to go to that part of the presentation.

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Have a copy of the Test Administration Policy as you go through the PPT.



Purpose of Testing

When **administered properly**, standardized assessments allow students to demonstrate what they know and can do.

“Administered properly” ...what does that mean?

“Standardized” ...what does that mean?

Why would proper administration of standardized assessments matter?



Assessments

State assessments require that educators adhere to all ethical practices and procedures as outlined in this policy.

With a variety of assessments, how do I know what “state assessments” are covered with this policy?



State Assessments

- State assessments 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

That's great, but give me specifics. What are they?

Take a look at the Assessment and Accountability [webpages](http://www.schools.Utah.gov/assessment),
(<http://www.schools.Utah.gov/assessment>)



BEFORE Testing: Teaching Practices

What SHALL licensed Utah educators ensure happen prior to testing?

- Provide _____ aligned to Utah Core standards
- Provide _____ throughout instruction to eligible students
- Use a variety of assessment _____ throughout the year
- Provide students with a variety of assessment _____
- Use the _____ as instructional tools
- Use the _____ and/or training _____ to familiarize students with testing tools and item types



DURING testing

What SHALL Utah LEAs (school districts and charter schools) ensure happens during testing?

What SHALL licensed Utah educators ensure happens during testing?

Read the Test Administration Manual for the assessment – prior to administering the assessment. Read and follow the script during each assessment session.



AFTER testing - LEAs

LEAs (school districts and charter schools) SHALL ensure that test results are:

- Provided to students and parents within 3 weeks of the LEA receiving them WITH information on how to appropriately interpret scores and reports
- Made available to educators for improving their instruction
- Maintained according to LEA policies and procedures



AFTER testing - Educators

Licensed educators SHALL ensure that:

- All by-products (e.g. scratch paper, notes, student test tickets) of student testing are collected, secured, and destroyed as appropriate
- All test materials are returned to the test coordinator, as appropriate



AFTER testing – may NOTs for Educators and LEAs

May NOT...

- Use a student's score on a state required assessment to determine the student's academic grade, or a portion of the student's academic grade, for the appropriate course; or whether the student may advance to the next grade level
- Prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course based on a student's score on a state required assessment or because the student was exempted from taking the state required assessment

[R277-404-6. School Responsibilities](#)



Unethical Testing Practices

Remember, we want to know what the STUDENT knows and can do.

If your actions will cause students to NOT receive a valid and reliable score, that accurately reflects what they know and can do, don't do it!

What does **valid** mean? How about **reliable**?



Unethical Testing Practices

Review the Unethical Testing Practices on pages 3 and 4.

Why would these practices be considered unethical?

What are other practices, that aren't listed, but might be unethical?



Testing Ethics Violations

To whom do I report a
testing ethics violation?



Testing Ethics Violations Protocol

Protocol:

- Each LEA must determine local policies and procedures regarding ethics violations
- In most cases, an initial investigation should be conducted at the school level
- The **LEA assessment director** will review the initial investigation and determine findings. Be sure to know who your assessment director is.
- 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



Resources

[Utah State Board of Education](#)

- <http://www.schools.utah.gov>

[Assessment, Utah State Board of Education](#)

- <http://www.schools.utah.gov/assessment>

[Utah State Law – Chapter 53A](#)

- <https://le.utah.gov/xcode/Title53A/53A.html>

[Utah State Board of Education – Rules](#)

- <https://rules.utah.gov/publicat/code/r277/r277-404.htm>

[Utah Professional Practices Advisory Commission](#)

- <https://schools.utah.gov/policy/uppac>

