

# The Center for Creativity, Innovation and Discovery

## Test Administration Policy

### Purpose and Philosophy

To ensure that students' progress is accurately measured through state-required achievement tests, the Governing Board recognizes the responsibility of The Center for Creativity, Innovation and Discovery ("CCID") to implement testing procedures in accordance with state and federal laws.

CCID and its faculty reserve the right to use the information from such student testing as one of its methods to plan, measure, and evaluate the effectiveness of the educational program.

### Guidelines and Procedures

It shall be the responsibility of the Executive Director to establish specific guidelines and procedures in accordance with state and federal laws that all personnel shall follow when administering student tests.

- 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.
- All teachers, paraprofessionals, and administrators shall be provided professional development and/or in-service training each school year concerning the implementation, ethics, guidelines, and procedures that govern testing, including teacher responsibility for test security and proper professional practices.
- CCID shall administer mandated tests in compliance with calendars established by the Utah State Office of Education.

### Security

It shall be the responsibility of the Executive Director, or an administrator to whom the Executive Director delegates this authority, to oversee the security of all testing materials while these materials remain at the school.

- All test booklets, administration manuals, and answer sheets shall be secured before and after the test administration.
- Only authorized personnel shall access electronic tests at appropriately scheduled times.
- No copies of test booklets or answer sheets shall be made.
- CCID 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.
- The confidentiality of tests, testing materials, and answer sheets shall be maintained by all CCID personnel.

## **Testing Protocols**

CCID 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, Test Administration Testing Ethics provided by the USOE, guidelines on conduct and ethics provided by Utah Professional Practices, and state application of federal requirements for funding.

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

- CCID personnel shall not do any of the following:
  - Provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any test prior to or during administration;
  - Copy, print, photograph or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the USOE;
  - Alter, change, or amend any student answer sheet or other test materials at any time in such a way as to alter the student's intended response;
  - Use any prior form of any test in test preparation without express permission of the test publisher, including USOE;
  - Violate any specific test administration procedure or guidelines specified in the test administration manual;
  - Knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of test scores of any individual student, class, or school.

## **Assessment Results**

- Results of an individual student's tests shall be shared with the student and his/her parent or guardian.
- All teachers, paraprofessionals and administrators shall be provided in-service training each school year in utilization of assessment results to inform classroom instruction.
- Results of an individual student's state-mandated, standardized tests shall not be considered in determining a student's academic grade for the relevant course or grade level.

## **Students with Disabilities**

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