

# Utah State Board of Education Testing Ethics Policy Presentation

For Utah Educators  
2018-2019



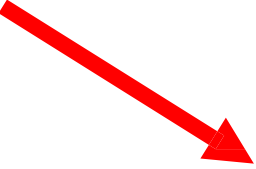
Passed accessibility 8/17/18

# Organization of the Policy and Presentation

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

*Click on the headings below to go to that part of the presentation. To return to **this slide**, click on the USBE seal.*

- [Purpose of testing](#)
- [Assessments](#)
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- [Testing Ethics Violations](#)
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Have a copy of the Testing Ethics Policy as you go through the PowerPoint.



# Purpose of Testing

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

Educators are obligated to provide students with opportunities to demonstrate their knowledge and skills fairly and accurately. Educators involved with state assessments must conduct testing in a fair and ethical manner.



# Assessments

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

With the 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 are the expectations for licensed Utah educators prior to testing?

1. Provide instruction aligned to the Utah Core State Standards using appropriate, locally adopted curriculum.
2. Provide accommodations throughout instruction to eligible students as identified by an EL, IEP or 504 team.
3. Use a variety of assessment processes throughout the year to assess student competency and inform instructional practices.
4. Provide students with a variety of assessment experiences, including feedback on their performance.
5. Use the resources provided for each assessment, as applicable, familiarize students with the testing tools and question types.



# DURING testing

What SHALL Utah LEAs ensure happens during testing?

What SHALL licensed Utah educators ensure happens during testing?

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



## *During Testing:*

Utah LEAs shall ensure that:

- Curriculum and instruction are aligned with Utah Core State Standards.
- Parents are provided with procedures regarding student participation in state testing:
  - An LEA shall honor parent requests to excuse a student from taking an assessment.
  - An LEA shall reasonably accommodate a parent or guardian's request to allow a student's demonstration of proficiency on a state assessment to fulfill a requirement in a course.
- All tests are proctored by a licensed educator.
- Educators complete an annual testing ethics training.
- Educators review preparation guidelines and test administration manuals (TAM) for the assessment prior to test administration.



# *During* Testing

Licensed Utah educators shall insure that:

- An appropriate environment is set for testing to limit distractions.
- All students who are eligible to test are tested or recorded as to why they didn't participate.
- A student is not discouraged from participating in testing.
- Students have not been penalized for opting out of state assessments.
- Students aren't rewarded for participating in or performing well on state assessments.
- Students are provided an alternative learning activity if they are opted out of a state assessment.
- A proctor is present and *active* proctoring takes place throughout the entire test session.
- Students do not use personal electronic devices during testing.
- Make-up and test completion sessions are provided for students.
- Accommodations are provided to eligible students.

# AFTER testing - LEAs

## **LEAs 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

Hmmm... what kind of scratch paper can my students use?



# 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 of the Standard Test Administration and Testing Ethics Policy.**

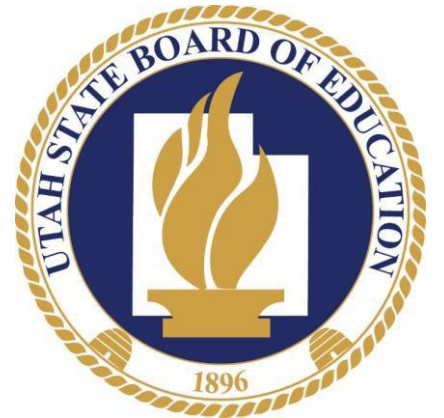
Why would these practices be considered unethical?

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:

- 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

## Jordan School District's Assessment Director:

Ben Jameson, Director of Evaluation, Research & Accountability  
801-567-8243 - [ben.jameson@jordandistrict.org](mailto:ben.jameson@jordandistrict.org)





# 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 53E](#)

- <https://le.utah.gov/xcode/Title53E/53E.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>

