

# Intradistrict Communication

DATE: Thursday, March 26, 2020

TO: High School Principals  
Middle School Principals

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning  
Ben Jameson, Director of Evaluation, Research and Accountability  
Pam Su'a, Consultant, Social Studies

SUBJECT: Civics Test Administration

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Passing the U.S. Civics test is still a state-mandated graduation requirement and, under the circumstances where schools are in a soft closure, it can be administered at home and unproctored. The test items are public anyway, and there are few other administration guidelines, unlike other mandated tests. U.S. History I and U.S. Government & Citizenship teachers have already received instructions on how to administer the unproctored test in their Canvas courses.

Counselors received a list of seniors who have not yet passed on Friday, March 20, along with further information about unproctored testing. Students who will take this outside of a Canvas course should use the [jordan.utips.org](http://jordan.utips.org) site to test.

Student instructions for accessing the test:

<https://assessments.jordandistrict.org/wp-content/uploads/sites/7/Student-Instructions-US-Civics-Test.pdf>

To view your students' passed/not passed status at any time, go to Skyward → Office → Curriculum & Assessment → Educational Milestones → Reports. From there, you can run a report on the "Passed Civics Test" educational milestone.

Please reach out to Brooke Anderson at 801-567-8393 or [brooke.anderson@jordandistrict.org](mailto:brooke.anderson@jordandistrict.org) with any question or concerns and thank you for your efforts.