


Intradistrict Communication

DATE: August 24, 2017

TO: Secondary Principals

FROM: Laura Finlinson, Administrator of Curriculum and Staff Development
Ben Jameson, Director of Evaluation, Research and Accountability 
Pam Su'a, Consultant, Social Studies

SUBJECT: U.S. Civics Test and UTIPS

In order to facilitate record keeping more easily and lessen the burdens of social studies teachers, we will be administering the U.S. Civics test required for high school graduation (see Utah Code 53A-13-109.5 and Board Rule R277-700-8) via UTIPS.

The plan for administering the U.S. Civics test is as follows:

- Students will continue to take the test starting in 8th grade as part of their U.S. History course. Seniors will also be given a chance as needed to pass the test through their required U.S. Government and Citizenship course.
- Social studies teachers of all grades can give the test.
- Testing results will be entered in Skyward under Educational Milestones so that counselors can continue to track this graduation requirement. A 'passed' indicator will then print on student transcripts. The Evaluation, Research & Accountability department will facilitate this process. Individual schools and school personnel will no longer need to input Civics test scores into Skyward.
- The Civics test will be administered online through UTIPS:
<https://jordan.utips.org/>.
- Students can take and re-take the test as needed in order to pass under a teacher's direction or in a school computer lab/testing center.
- If an IEP team determines a student qualifies for an alternate assessment, the teacher can administer a 10-question oral exam where the student only needs to pass 6 questions correctly, following the same process as we have in the past. *In this case, that student's score will need to be entered into Skyward by the school.*
- On January 1, 2018, all graduating seniors become eligible to take a 10-question version of the test with a 60% passing threshold. This 10-question version of the test will be posted and available on UTIPS by January 1st.

Social studies department chairs have already been trained on this updated process. Teachers have already received updated UTIPS accounts, with demo accounts, so that

they can see what the student sees. They have also received the instructions and materials to administer the Civics test as needed.

Building principals will be receiving an individual email in the near future from the Evaluation, Research & Accountability department with individual UTIPS usernames and passwords. This account access for principals will allow for another level of completion tracking for this graduation requirement, at each principal's discretion.

For more information on the Civics test administration, please visit the district's assessment website under Assessments tab and US Civics Test:
<http://assessments.jordandistrict.org/assessments/citizenship-test/>.

Please call the Evaluation, Research & Accountability department with any concerns or questions you may have at 801-567-8017.