

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: ASSESSMENT PROCEDURES AND STANDARDS

The Murray Board of Education adopts this policy to provide specific standards and procedures to govern handling and administration of standardized tests. The Board has determined that compliance with this policy is an essential job function of all educators and failure to abide by this policy is grounds for disciplinary action including termination.

All schools within Murray district shall administer criterion referenced tests, as specified in Utah Performance Assessment System for Students (U-PASS), within the testing administration calendar as established by the Utah State Office of Education. The tests include, but may not be limited to, end-of-level core tests, that determine a student's mastery of the Utah Core Curriculum.

All criterion referenced tests answer sheets shall be forwarded to the Utah State Office of Education Computer Service Section no later than one week after testing is completed.

All Career Technical Education teachers shall administer CTE Skills Tests within the testing administration calendar as established by the Utah State Office of Education.

All schools within Murray district shall administer norm-referenced tests, including but not limited to, the Iowa Tests of Basic Skills (ITBS) and Iowa Tests of Educational Development (ITED) within the time period specified by the publisher of the test.

All schools shall submit all answer sheets to the assistant superintendent of curriculum and instruction/ designee immediately upon completion of the testing battery.

All test answer sheets shall be maintained in a secured area by the assistant superintendent of curriculum and instruction / designee. Only the superintendent of schools and assistant superintendent of curriculum and instruction / designee shall have access to the test answer sheets after they have been placed in a secure area.

Educators in the school district shall not retain test materials beyond two working days after tests have been completed. The test answer sheets shall be secured within three working days after the completion of the test battery.

School district employees shall not copy or make any form or reproduction of secured test materials without the express written consent of the test publisher and the Utah State Office of Education. Any educator who alters test answers after they have been completed by the student or violates testing protocols to affect test answers shall be terminated for cause.

The school principal and assistant superintendent of curriculum and instruction / designee shall review the test results to verify their accuracy after having been received from the Utah State Office of Education Computer Service Section.

It is the responsibility of all educators to take all reasonable steps to ensure that standardized tests reflect the ability, knowledge, aptitude, and basic skills of each individual student taking the standardized tests.

All school district employees shall abide by the Utah Performance Assessment System for Students (U-PASS) guidelines established by the Utah State Office of Education which provide adaptations for students with disabilities, Section 504 accommodations, and students who are limited English proficient (LEP).

All standardized tests shall be conducted without any reference materials being made available to students unless the publisher of the test specifies otherwise. No educator shall suggest answers or coach a student to give an answer, though an educator may explain test protocol and procedures to students, if individual testers pose specific questions and as directed by the publisher of the test.

All educators shall be provided professional development concerning guidelines and procedures for standardized test administration; including teacher responsibility for test security and proper professional practices at least twice each school year.

All educators and test administrators shall conduct test preparation, test administration, and the return of all secure test materials in strict accordance with the procedures and guidelines specified in test administration manuals, Murray School District rules and policies, and state applications of federal requirements for funding.

Teachers, administrators, and all school district personnel shall not:

1. Provide students directly or indirectly with specific questions, answers, or the subject matter of any specific item in any standardized test prior to administration and shall not give or suggest answers during testing;
2. Alter, change, or amend any student answer sheet or other standardized test materials at any time in such a way as to alter the student's intended response;
3. Copy, print, or make any facsimile of testing material prior to test administration without express permission of the specific test publisher, including the Utah State Office of Education and school district administration;
4. Use any prior form of any standardized test (including pilot test materials) in test preparation without express permission of the test publisher and the Utah State Office of Education;
5. Violate any specific test administration procedure or guideline specified in the test administration manual, or violate any state or school district standardized testing policy or procedure;
6. Knowingly and intentionally do anything that would inappropriately affect the security, validity, or reliability of standardized test scores or any individual students, class, or

school.

Any employee violating this policy shall be subject to disciplinary action, including but not limited to, termination of employment and any educator shall be referred to Professional Practices of the Utah State Office of Education for possible disciplinary action.