



Testing Procedures and Standards

Policy Series: 4000 Curriculum, Instruction, and Assessments

Policy No. 4400

Assessment and State Testing

Purpose of the Policy

The Board of Education recognizes the importance of assessment in the educational process. The State and Federal Departments of Education and Justice require that students in Provo City School District participate in assessments of student performance and that employees ethically administer all assessments. Formative assessments can provide data that guide decisions for instruction and determine services needed to support students. Summative assessments can provide data to guide decisions about programs and needed systemic changes.

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

The Board desires to work in partnership with families and supports parents' rights to make decisions associated with their children's education, including the ability to opt students out of some state testing (Policy 4400: Form 1 elementary & Form 2 secondary). The Board also desires the protection of district schools and employees from any adverse impact as a result of students opting out of state testing as per Utah Code § 53G-6-803(9).

The Board directs the superintendent and staff to develop procedures and forms to: enable parents or guardians to opt out of state testing on an annual basis; provide mechanisms for the use of assessment data in instruction; ensure the ethical administration of all assessments in the district; and ensure that opting out of state testing provides no negative impact to students, schools, or employees.

Administration of Statewide Assessments

Provo City School District shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies, with the following exceptions:

1. The student is exempt under the procedures set forth in Policy EFBB.

- 39 2. A student's IEP team, English learner team, or Section 504 accommodation plan team
40 shall determine that student's participation in statewide assessments consistent with the
41 Utah Participation and Accommodations Policy.

42 43 **District Statewide Assessment Plan**

44 Provo City School District shall develop a plan to administer statewide assessments. After
45 considering and making any appropriate changes, the district shall provide assurance that it has
46 met the plan's requirements to the State Superintendent by August 15 of each year.

47 The plan shall include:

- 48 1. The dates that the district shall administer each statewide assessment;
- 49 2. Professional development for an educator to fully implement the assessment system;
- 50 3. Training for educators, appropriate paraprofessionals, or third-party proctors in the
51 requirements of assessment administration ethics;
- 52 4. Training for educators and appropriate paraprofessionals in using statewide assessment
53 results effectively to inform instruction.

54 55 **Time Periods for Administering Statewide Assessments**

56 A district educator, trained employee, or third-party proctor shall administer statewide
57 assessments required under Utah Admin. Rule R277-404-5 consistent with the schedule
58 established by the State Superintendent and the District's assessment plan.

59
60 A district educator, trained employee, or third-party proctor shall complete all required
61 assessment procedures before the end of the assessment window defined by the State
62 Superintendent.

63
64 If the District requires an alternative schedule with assessment dates outside of the State
65 Superintendent's published schedule, it shall submit the alternative testing plan to the State
66 Superintendent by September 1 annually. The plan shall set dates for assessment
67 administration for courses taught face-to-face or online.

68 69 **District Assessment Training**

70 District assessment staff will use the Standard Test Administration and Testing Ethics Policy in
71 providing training for all assessment administrators and proctors. [This policy can be obtained
72 online at https://schools.utah.gov/administrativerules/documentsincorporated or from the State
73 Board of Education at 250 East 500 South, Salt Lake City, Utah 84111.](https://schools.utah.gov/administrativerules/documentsincorporated)

74
75 At least once each school year, the district will provide professional development for all
76 educators, administrators, and assessment administrators (including third-party proctors)
77 concerning guidelines and procedures for statewide assessment administration, including
78 educator responsibility for assessment security and proper professional practices.

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80 The district may not release state assessment data publicly until authorized to do so by the
81 State Superintendent.

82

83 **School Responsibilities**

84 The district, school, or educator may not prohibit a student from enrolling in an honors,
85 advanced placement, or International Baccalaureate course based solely on a student's score
86 on a statewide assessment or because of a student's exemption from taking such an
87 assessment.

88
89 The district and school shall require an educator and assessment administrator and proctor
90 (including a third-party proctor) to individually sign the testing ethics signature page provided by
91 the State Superintendent acknowledging or assuring that the educator administers assessments
92 consistent with ethics and protocol requirements.

93
94 All educators and assessment administrators shall conduct assessment preparation, supervise
95 assessment administration, and certify assessment results before providing results to the State
96 Superintendent.

97
98 All educators and assessment administrators and proctors shall securely handle and return all
99 protected assessment materials, where instructed, in strict accordance with the procedures and
100 directions specified in assessment administration manuals, district rules and policies, and the
101 Standard Test Administration and Testing Ethics Policy.

102
103 **District Employee Compliance with Assessment Requirements, Protocols, and Security**

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

- 105 1. Violate any specific assessment administrative procedure specified in the assessment
106 administration manual, violate any state or district standardized assessment policy or
107 procedure, or violate any procedure specified in the State Board testing ethics policy;
- 108 2. Fail to administer a state required assessment;
- 109 3. Fail to administer a state required assessment within the designated assessment
110 window;
- 111 4. Submit falsified data;
- 112 5. Allow a student to copy, reproduce, or photograph an assessment item or component; or
- 113 6. Knowingly do anything that would affect the security, validity, or reliability of
114 standardized assessment scores of any individual student, class, or school.

115
116 A school employee or third-party proctor shall promptly report an assessment violation or
117 irregularity to a building administrator, the District Superintendent, or the State Superintendent.

118
119 An educator who violates this rule or an assessment protocol is subject to Utah Professional
120 Practices Advisory Commission or Board disciplinary action consistent with Utah Admin. Rules
121 R277-217.

122
123 All assessment material, questions, and student responses for required assessments are
124 designated protected, consistent with Utah Code § 63G-2-305, until released by the State
125 Superintendent.

126

127 The district shall ensure that all assessment content is secured so that only authorized
128 personnel have access and that assessment materials are returned to the State Superintendent
129 following testing, as required by the State Superintendent.

130
131 An individual educator, third-party proctor, or school employee may not retain or distribute test
132 materials, in either paper or electronic form, for purposes inconsistent with ethical test
133 administration or beyond the time period allowed for test administration.

134
135 **Reporting Assessment Results**

136 UTREx data shall be updated using the processes and according to the schedules determined
137 by the State Superintendent. The district shall ensure that any computer software for
138 maintaining or submitting district data is compatible with data reporting requirements
139 established in R277-484. The district shall ensure that all statewide assessment data have been
140 collected and certify that the data are ready for accountability purposes no later than July 12.
141 The district shall verify that it has satisfied all the requirements of the State Superintendent's
142 directions regarding data exchange and reporting requirements.

143
144 **Referral to State Board for Violation**

145 Any employee violating this policy shall be subject to adverse employment action, including, but
146 not limited to, termination of employment, and any such educator shall be referred to the Utah
147 Professional Practices Advisory Commission of the State Board of Education for possible
148 disciplinary action.

149
150 **Legal References:**

- 151 [Utah Admin. Rules R277-404-5\(1\)](#) (March 10, 2025)
- 152 [Utah Admin. Rules R277-404-5\(2\), \(3\), \(4\)](#) (March 10, 2025)
- 153 [Utah Admin. Rules R277-404-4\(3\)](#) (March 10, 2025)
- 154 [Utah Admin. Rules R277-404-5\(8\), \(9\), \(10\)](#) (March 10, 2025)
- 155 [Utah Admin. Rules R277-404-5\(5\), \(6\), \(7\)](#) (March 10, 2025)
- 156 [Utah Admin. Rules R277-404-3](#) (March 10, 2025)
- 157 [Utah Admin. Rules R277-404-6](#) (March 10, 2025)
- 158 [Utah Admin. Rules R277-404-8](#) (March 10, 2025)
- 159 [Utah Admin. Rules R277-404-9](#) (March 10, 2025)

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161 **Board Approved:**

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