	Salt Lake Arts Academy	Version 1
	Policy Title: Requirements for Assessments of Student Achievement policy	Effective Date: 11.18.2024

Salt Lake Arts Academy (SLArts) follows the guidelines set forth in R277-404.

SLArts is required to measure student achievement, including by way of administering statewide assessments. When administered properly, statewide assessments give students an opportunity to demonstrate what they know and can do. In addition, the results of statewide assessments provide SLArts not only important data about their students' proficiency, but also valuable information that can be used to guide and improve instruction at SLArts.

The purpose of this policy is to help ensure that SLArts conducts statewide assessments in a fair and ethical manner and in compliance with applicable law and Utah State Board of Education ("USBE") rule.

Time Periods for Assessment Administration

SLArts shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.

A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.

SLArts shall develop a plan to administer statewide assessments

The plan shall include:

- The dates that SLArts will administer each statewide assessment;
- Professional development for an educator to fully implement the assessment system;
- Training for an educator, appropriate paraprofessional, or third party proctor in the requirements of assessment administration ethics; and
- Training for an educator and an appropriate paraprofessional to use statewide assessment results effectively to inform instruction.

SLARts shall submit the plan to the USBE by September 15 annually.

At least once each school year, SLArts shall provide professional development for all educators, administrators, and assessment administrators, including third party proctors, concerning guidelines and

procedures for statewide assessment administration, including educator responsibility for assessment security and proper professional practices.

SLArts assessment staff or third party proctor staff shall use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors.

SLArts may not release statewide assessment data publicly until authorized to do so by the Principal.

A SLArts educator, third party proctor, or trained employee shall administer statewide assessments consistent with the testing schedule published on the Board's website.

A SLArts educator, third party proctor, or trained employee shall complete all required assessment procedures prior to the end of the assessment window defined by the Principal.

SLArts Responsibilities

SLArts may not prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course based on a student's score on a statewide assessment or because the student was exempted from taking a statewide assessment.

SLArts shall require an educator, assessment administrator, and proctor, including a third party proctor, to individually sign a document provided by the Principal acknowledging or assuring that the educator administers statewide assessments that are consistent with ethics and protocol requirements.

An educator and assessment administrator shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the Principal.

An educator, assessment administrator, and proctor shall securely handle and return all protected assessment materials, where instructed, in strict accordance with SLArts rules and policies, and the Standard Test Administration and Testing Ethics Policy.

Student and Parent Participation in Student Assessments; Parental Exclusion from Testing and Safe Harbor Provisions

A parent is primarily responsible for a child's education and has the constitutional right to determine which aspects of public education the child participates in, including assessment systems.

A parent may exercise the right to exempt their child from a statewide assessment.

SLArts may not penalize a student who is exempted from a statewide assessment under this section.

If a parent exempts the parent's child from the basic civics test required, the parent's child is not exempt from the graduation requirement, and may not graduate without successfully completing the requirements (refer to full Rule R277-404-7).

To exercise the right to exempt a child from a statewide assessment under this provision and ensure the protections of this provision, a parent shall fill out the Parental Exclusion from State Assessment Form provided on the USBE Board's website (or a SLARts specific form) and submit the form to SLArts either by email, mail, or in person on an annual basis at least one day prior to the beginning of the assessment.

SLArts may allow a parent to exempt a student from taking a statewide assessment less than one day prior to the beginning of the assessment upon parental request.

SLArts may create a SLArts specific form for a parent to fill so long as the form contains the following:

- A list of the assessments that a parent may exempt the parent's student from as part of the SLArts specific form; and
- All of the information described in the Parental Exclusion from State Assessment Form provided on the USBE Board's website

A teacher, Principal, or other SLArts administrator may contact a parent to verify that the parent submitted a parental exclusion form.

SLArts may request, but may not require, a parent to meet with a teacher, Principal, or other SLArts administrator regarding the parent's request to exclude the parent's student from taking a statewide assessment.

The administration of any assessment that is not a statewide assessment, including consequences associated with taking or failing to take the assessment, is governed by SLArts policies.

Results

SLArts shall provide a student's individual test results and scores to the student's parent or guardian upon request and consistent with the protection of student privacy.

SLArts may not provide a nonacademic reward to a student for a student's participation in or performance on a statewide assessment.

SLArts may allow an educator to provide an academic incentive for a student's performance on a statewide assessment in accordance with Utah Code 53E-4-303.

SLArts shall ensure that a student who has been exempted from participating in a statewide assessment under this section is provided with an alternative learning experience if the student is in attendance during test administration.

SLArts may allow a student who has been exempted from participating in a statewide assessment under this section to be physically present in the room during test administration.

Compliance with Assessment Requirements, Protocols, and Security

An educator, test administrator or proctor, administrator, or school employee may not:

- Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or SLArts assessment policy or procedure, or violate any procedure specified in the Standard Test Administration and Testing Ethics Policy;
- Fail to administer a statewide assessment;
- Fail to administer a statewide assessment within the designated assessment window;

- Submit falsified data;
- Allow a student to copy, reproduce, or photograph an assessment item or component; or
- Knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student, class, or school.

A school employee or third party proctor shall promptly report an assessment violation or irregularity to a SLArts administrator or the Principal.

An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action.

All assessment material, questions, and student responses for required assessments is designated protected until released by the Principal.

SLArts shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned following testing.

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

Data Exchanges

The USBE Board's IT Section shall communicate regularly with SLArts regarding the required format for electronic submission of required data.

SLArts shall update UTREx data using the processes and according to schedules determined by the Principal.

SLArts shall ensure that any computer software for maintaining or submitting data is compatible with state data reporting requirements (See Rule R277-484).

The Principal shall provide direction to SLArts detailing the data exchange requirements for each statewide assessment.

SLArts shall ensure that all statewide assessment data have been collected and certify that the data are ready for accountability purposes no later than July 12.