

Title: Early Learning Training and Assessment

Effective Date: July 12, 2021

References: R277-301, R277-404, R277-406a

### Purpose.

The purpose of this policy is to assign responsibilities and procedures for the administration of statewide assessments, as required by state and federal law. It also requires Ignite Entrepreneurship Academy to establish an early learning plan that includes components to improve early learning in literacy and mathematics.

### Definitions.

1. Benchmark assessment means the Board-approved literacy or mathematics assessment that is administered to a student in grade 1, grade 2, and grade 3 at the beginning, middle, and end of year.
2. "English Learner" or "EL student" means a student who is learning English as a second language.
3. "English language proficiency assessment" means the WIDA, which is designed to measure the acquisition of the academic English language for an English Learner student.
4. "National Assessment of Education Progress" or "NAEP" means the national achievement assessment administered by the United States Department of Education to measure and track student academic progress.
5. "Statewide assessment" means an assessment that is federally mandated; is mandated by the state; or requires the use of a state assessment system or software that is provided by or paid for by the state.
6. A statewide assessment means one or more of the following, as applicable:
  - a. a standards assessment described in Section 53E-4-303;
  - b. a high school assessment described in Section 53E-4-304;
  - c. a college readiness assessment described in Section 53E-4-305; or
  - d. an assessment of students in grade 3 to measure reading level described in Section 53E-4-307.
7. "Standards Assessment"
  - a. means an assessment that measures a student's proficiency in:
    - i. mathematics for students in each of grades 3 through 8;
    - ii. English language arts for students in each of grades 3 through 8;
    - iii. science for students in each of grades 3 through 8;
    - iv. writing for students in at least grades 5 and 8; and
    - v. except for the writing measurement in 6.iv., is a computer adaptive assessment; and
  - b. means the "Readiness Improvement Success Empowerment" or "RISE";
  - c. for each school year, includes one writing prompt from the writing portion of the 50 RISE English language arts assessment for grades 5 and 8.
8. "Section 504 Accommodation Plan" means a plan:
  - a. required by Section 504 of the Rehabilitation Act of 1973; and

- b. designed to accommodate an individual who has been determined, as a result of an evaluation, to have a physical or mental impairment that substantially limits one or more major life activities.
9. "Utah alternate assessment" means an assessment instrument:
  - a. for a student in special education with a disability so severe the student is not able to participate in a statewide assessment even with an accommodation or modification; and
  - b. that measures progress on the Utah core instructional goals and objectives in the student's IEP.

## Policy

### **LEA Responsibilities.**

1. IEA shall establish an early learning plan that includes early literacy and early mathematics components.
2. IEA shall implement a state-approved mathematics benchmark assessment at specified grade levels and intervals.
3. IEA shall:
  - a. administer benchmark assessments to students at the beginning, middle, and end of the school year using the mathematics benchmark assessment in:
    - (i) kindergarten, as an optional assessment; and
    - (ii) grades 1 through 3, as a required assessment; and
  - b. after administering a benchmark assessment described to a student, report the results to the student's parent.
4. The Director and Assessment Coordinator shall seek grant resources provided by the state for professional learning and job-embedded coaching support for elementary educators through implementation support coaches or other qualified professionals.
5. The Director shall facilitate:
  - a. administration of statewide assessments; and
  - b. participation in NAEP
6. The Director shall provide guidelines, timelines, procedures, and assessment ethics training and requirements for all statewide assessments.
7. The Director shall designate a testing schedule for each statewide assessment and publish the testing window dates on IEA's website before the start of the school year.
8. IEA shall administer statewide assessment to all students enrolled in the grade level or course to which the assessment applies, except as provided in Section (1)(b) and R277-404-7.
  - a. A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine an individual student's participation in the statewide assessments consistent with the Utah Participation and Accommodations Policy.
9. IEA shall develop a plan to administer statewide assessments that includes:
  - a. the dates the that IEA will administer each statewide assessment;
  - b. professional development for an educator to fully implement the assessment system;

- c. training for an educator and appropriate paraprofessional, or third party proctor in the requirements of assessment administration ethics; and
  - d. training for an educator and appropriate paraprofessional to use statewide assessment results effectively to inform instruction.
10. At least once each school year, IEA 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.
11. IEA's assessment director shall use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors.
12. IEA educators, third party vendors, or trained employees shall administer statewide assessments consistent with the testing schedule published on the IEA website.
13. IEA educators, third party vendors, or trained employees shall complete all required assessment procedures prior to the end of the assessment window defined by the Director.
14. If IEA requires an alternative schedule with assessment dates outside of the Superintendent's published schedule, the LEA shall submit the alternative testing plan to the Superintendent by September 15 annually.
15. IEA may not prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course:
  - i. based on a student's score on a statewide assessment; or
  - ii. because the student was exempted from taking a statewide assessment.
16. IEA shall require an educator, assessment administrator, and proctor, including a third party proctor, to individually sign a document provided by the Superintendent acknowledging or assuring that the educator administers statewide assessments consistent with ethics and protocol requirements.
17. An educator and assessment administrator shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the Superintendent.
18. An educator, assessment administrator, and proctor shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, IEA rules and policies, and the Standard Test Administration and Testing Ethics Policy.

**Student and Parent Participation in Student Assessments in Public 165 Schools; Parental Exclusion from Testing and Safe Harbor Provisions.**

1. 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.
2. Parents may further assert their inherent rights to exempt their children from a statewide assessment with further consequence by IEA.
3. IEA may not penalize a student who is exempted from a statewide assessment.
4. To exercise the right to exempt a child from a statewide assessment, a parent shall fill out the Parental Exclusion from State Assessment Form provided on the USBE website and submit the form to the director or assessment director either by email, mail, or in person, and on an annual

basis.

5. The Parental Exclusion from State Assessment form shall be completed at least one day prior to the beginning of the assessment.
6. The director or assessment director or other IEA administrator may contact a parent to verify that the parent submitted a parental exclusion form.
7. The director or assessment director or other IEA administrator may request, but may not require, a parent to meet to discuss the parent's request to exclude the parent's child from taking a statewide assessment.
8. IEA 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.
9. IEA may not provide a nonacademic reward to a student for a student's participation in or performance on a statewide assessment.
10. Except as provided in , a student's score on the standards assessment may not be considered in determining the student's academic grade for a course, or whether a student may advance to the next grade level.
11. IEA shall allow an educator to provide an academic incentive for a student's performance on a statewide assessment, such as using a student's score on the standards assessment to improve the student's academic grade or demonstrate the student's competency within a relevant course.
12. IEA shall ensure that a student who has been exempted from participating in a statewide assessment is provided with an alternative learning experience if the student is in attendance during test administration.
13. IEA may allow a student who has been exempted from participating in a statewide assessment to be physically present in the room during test administration.

#### **Public Education Employee Compliance with Assessment 227 Requirements, Protocols, and Security.**

1. An educator, test administrator or proctor, administrator, or school employee may not:
  - a. violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or LEA statewide assessment policy or procedure, or violate any procedure specified in the Standard Test Administration and Testing Ethics Policy;
  - b. fail to administer a statewide assessment;
  - c. fail to administer a statewide assessment within the designated assessment window;
  - d. submit falsified data;
  - e. allow a student to copy, reproduce, or photograph an assessment item or component, or;
  - f. knowingly do anything that would affect the security, validity, or reliability of statewide assessment scores of any individual student, class, or school.
2. A school employee or third party proctor shall promptly report an assessment violation or irregularity to the director, assessment director, or the Superintendent.
3. An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Committee or Board disciplinary action consistent with R277-215.
4. All assessment material, questions, and student responses for required assessments is designated protected, consistent with Subsection 63G-2-305v(5), until released by the Superintendent.

5. Each LEA shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the Superintendent following testing, as required by the Superintendent. 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 Exchange.**

1. IEA shall be responsive to the USBE's Information Technology Section's communication regarding the required format for electronic submission of required data.
2. IEA shall update UTREx data using the processes and according to schedules determined by the Superintendent.
3. IEA shall ensure that any computer software for maintaining or submitting data is compatible with data reporting requirements established in Rule R277-484.
4. IEA shall ensure that all statewide assessment data has been collected and certifies that the data is ready for accountability purposes no later than July 12.
5. IEA shall verify that it has satisfied all the requirements of the Superintendents directions described in section R277-404-9.

**Sources Used in Preparation of this Policy**

R277. Education, Administration.

R277-404. Requirements for Assessments of Student Achievement.

R277-404-1. Authority and Purpose.

Date originally approved: 7-12-2021