

Assessment and Accountability Policy

Purpose: This policy sets forth the procedures and framework of the American Academy of Innovation (AAI, or the LEA) for administering assessments aligned with the Utah State Board of Education's (USBE) Assessment Strategic Plan.

Policy: The American Academy of Innovation administers both summative and formative assessments. When administered properly, statewide assessments allow students to demonstrate what they know and can do. Valid and reliable results from statewide assessments provide the public, the Legislature, the board, local education agencies (LEA), and teachers with a standardized source of measurement information about student proficiency, information, in combination with locally collected data, for evaluation of the effectiveness of school programs and helps guide instructional planning, information to recognize excellence, guide and improve instruction, identify the need for additional resources or to provide the reallocation of educational resources in a manner to ensure educational opportunities for all students.

Training: At least once per year, or as mandated by the state, the Assessment Department will provide professional development regarding policies and procedures for the administration of standardized assessments, including educator responsibility for assessment, security, and ethical practices. Training will follow guidelines as outlined in the USBE Testing Ethics Policy and the recommended training resources developed by USBE.

Testing Ethics: Following Testing Ethics Training, educators, assessment administrators, and proctors shall individually sign the Testing Ethics signature page provided by the USBE acknowledging or assuring that the educator shall administer assessments consistent with ethics and protocol. This shall be done annually.

[2022-2023 Standard Test Administration and Testing Ethics Policy Training Signature Form](#)

Testing Ethics Violations: Ethical violations of state law, LEA policy, or these assessment procedures and guidelines shall be reported immediately to the Assessment Director, Assessment Coordinator, or other school administrators, as appropriate.

If the individual is uncomfortable reporting to any of the above, state procedures allow for reporting directly to the state assessment director.

- The Assessment Director will review the initial investigation and determine findings with regard to the alleged violation.
- If the allegations are found more likely than not to have occurred, the District Assessment Director, the School Director, and the Director of Human Resources will apply the procedures according to LEA Employee Policies.
- In applying the provisions of this policy, the employee may receive further training, a reprimand, or other additional disciplinary action up to and including termination.
- If the violation is of sufficient concern, the Director of Human Resources may forward the incident to the Utah Professional Practices Advisory Commission for review.

Purpose of Assessments: Valid uniform assessments provide information used for:

- Students, to determine their competency and understanding of skills and curriculum
- Parents, to know whether their student is gaining the skills and competencies needed to be competitive and successful.
- Teachers, to evaluate students' understanding, to inform their instruction, and to identify areas of improvement in their curriculum.
- The school/LEA, to evaluate program effectiveness and provide additional support.
- The public, to evaluate school/LEA.

Preparation for Testing:

- In preparation for testing, educators should:
- Ensure students receive instruction appropriate for the courses in which they are enrolled.
- Provide rigorous instruction to the intended depth and breadth of the course curriculum.
- Provide accommodations to eligible students as identified by an ELL, IEP, or 504 team.
- Use a variety of assessments to inform instructional practices, strategies, and techniques.

Assessment Practices: The Assessment Department shall ensure:

- All eligible students are tested or accounted for according to the specific assessment policy.
- Parents are provided with clarifications and procedures regarding student participation in state or LEA-specific benchmark testing.
- Staff serving as assessment facilitators, administrators, or proctors have completed annual ethics training and sign an acknowledgment of the training and accountability for ethically administering tests.
- Hardware, software, and networks at the school site have been tested and are in operating order to administer appropriate tests.

Each licensed educator or trained employee shall ensure:

- An appropriate environment in an instructional setting is set for testing, limiting distractions from surroundings or unnecessary personnel.
- All students who are eligible for testing are tested.
- A student is not discouraged from participating in state assessments, but upon a parent's opt-out request, the student is provided with a meaningful educational activity.
- Testing procedures meet all test administration requirements.
- Active test proctoring occurs: ensuring each student is logged into the correct test, has appropriate testing materials available, and is progressing at an appropriate pace.
- No person is left alone in a test setting with student tests left onscreen or open.
- Accommodations are provided for eligible students, as identified by an ELL, IEP, or 504 team, and are consistent with accommodations provided during instruction throughout the instructional year.
- Any electronic devices that can be used to access non-test content or to record/distribute test content or materials shall be inaccessible by students.
- Test materials are secure before, during, and after testing.
- All assessments are administered within the designated testing windows
- Make-up and test completion sessions are provided for students who miss all or part of the test, as appropriate for and according to the policies and procedures of each assessment.
- All test materials are organized and returned to the Assessment Department as appropriate.
- Student by-products of testing are collected after testing sessions, and securely destroyed as appropriate. This includes notes, outlines, graphic organizers, student drafts, etc.
- Test answers are not changed after testing in any way, for any reason.

Test Results: All state assessment materials, questions and student responses for required assessments shall be designated protected, consistent with Utah Code Ann. §63G-2-305, until released by the UBSE. Individual student test results should be:

- Provided to students and parents upon request, with information on how to appropriately interpret scores and reports.
- Made available to educators for use in improving their instruction.
- Maintained according to local policies and procedures.
- Kept confidential.

Parent Request to Exempt Student: At the request of a student's parent or guardian, the LEA shall excuse a student from taking a state-administered assessment or certain LEA-administered benchmark assessments. (Utah Administrative Code R277-404-1.M.).

- The process for a parent or guardian to exempt their children from an assessment is provided by Utah Administrative Code R277-406-6.C.
- A school or educator may not impose additional procedures to exercise this right nor may any penalty or adverse consequences be imposed upon the student.
- A parent desiring to exempt their student from state (or certain LEA) administered assessment(s) shall *annually* complete the LEA standardized assessment opt-out form and provide it to the responsible school administrator prior to the administration of the assessment.
- School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students excused from taking a state administered assessment.
- Additionally, no school or employee may reward a student for merely taking a state-administered or LEA-administered assessment.

Annual Assessment Calendar

The Assessment Department will submit the LEA assessment plan to the USBE by September 15th of each year, or alternatively other deadlines as designated by the state.

Statutory Reference: Utah Code Ann. §63G-2-305, Utah Administrative Code R277-406, Utah Administrative Code R277-404