

# Utah State Board of Education Assessment and Accountability

## Assessment Observation Five-Year Plan

### Purpose

The purpose of this document is to provide clarity and transparency to the annual assessment observations implemented by the Assessment and Accountability section at the Utah State Board of Education (USBE).

### Why is USBE observing assessment administration in LEAs?

There are two primary reasons why USBE will be onsite observing state assessment administrations.

1. USBE is required by the United States Department of Education to show multiple pieces of evidence that test monitoring is occurring with the state assessments. This evidence is reported and submitted to the United States Department of Education through a federal peer review process.
2. The USBE Assessment and Accountability section is proactively working to assist LEAs and schools in successfully administering tests and in maintaining a standardized testing experience. USBE staff will be gathering information through onsite observations of the standardized test administration, from surveys provided to participants (i.e., school administrators, test administrators, students), and from assessment-related feedback received from LEAs about potential enhancements. During assessment observations, USBE staff may provide onsite assistance to inexperienced test administrators who have system-related or standardized test administration questions.

### What is the process that USBE will use for assessment observation?

Throughout the assessment observation process, USBE staff will work collaboratively with LEA assessment directors. The USBE assessment observation process includes the following elements:

#### 1. State Assessments that may be observed

- Acadience Math
- Acadience Reading
- ACT
- DLM (Alternate Assessment)
- RISE
- Utah Aspire Plus
- WIDA ACCESS for ELs 2.0

#### 2. Selecting Sites

USBE will use the following criteria in selecting schools:

- 75% randomly selected from the regional area during the given year (see *Regional Areas*)
- 25% may be selected based on criteria listed below (*Criteria for potential observation selection*) and could include LEAs and schools outside the regional area

Once schools have been selected, the LEA Assessment Director will be notified by USBE assessment staff at least 4 weeks prior to the visit.

*Regional Areas (Please note that the Five-Year Plan has been adjusted due to Covid-19 restrictions during the 2020 and 2021 assessment windows)*

2022 Northeastern Utah Educational Services (NUES)

- 2023 Central Utah Educational Services (CUES)
- 2024 Southeast Educational Service Center (SESC)
- 2025 Southwest Educational Development Center (SEDC)
- 2026 Wasatch Front

#### *Criteria for potential observation selection*

- Unique student accommodations are selected
- Communications with LEAs that show potential misunderstandings of test administration procedures or the testing ethics policy
- Test administration irregularities from the prior year
- Evidence of not meeting requirements (i.e. non-compliance in testing all ELs annually)
- Low-performing schools (i.e. schools that have particularly low percentages of students meeting their growth targets or students exiting)
- Irregularities (i.e. over-identifying ELs as compared to their general population; a disproportionate amount of ELs in Special Education; a disproportionate number of long-term ELs; a large number of students taking alternate assessments)
- LEA request for an assessment observation(s)
- Additional unspecified need identified by USBE or the LEA

### 3. Selecting Dates

The dates for the assessment observations will be within the respective Summative testing windows and will be collaboratively selected by USBE and LEA assessment directors. For the specific dates of the testing windows please refer to the current [Assessment Director Resource Guide](#). *Note: RISE, Utah Aspire Plus, DLM observations will take place during the **Spring** Summative testing window.*

### 4. Expectations

USBE will work with the LEA assessment director in the selection of the school(s) and the scheduling of the observation date(s) and time(s). Once a school is selected, USBE will send out five versions of the *Assessment Observation Survey* to be completed by **at least one** school administrator, the Special Education Director, **at least one** test administrator/proctor, **at least one** special education teacher, and **at least one** student. Ideally, the surveys will be completed prior to the observation, but this is not required. This survey information will be used to inform enhancements and improvements to the assessment system and for future trainings, to review areas of misinformation or misunderstanding, to provide evidence of training, and to evaluate compliance with the [Standard Test Administration and Testing Ethics Policy](#).

On the observation day, the LEA and school can expect that at least two staff members from USBE will be onsite for 1-2 hours. USBE will observe a complete testing session and then spend some time talking with a school administrator and/or test coordinator (and anyone else would like to join in) to get feedback from stakeholders and to respond to questions regarding the assessment observation or other assessment-related topics.

### 5. Contact Information

**Assessment observation coordinator:** Kim Rathke email: [kim.rathke@schools.utah.gov](mailto:kim.rathke@schools.utah.gov) phone: 801-538-7876

**Acadience Reading** Teresa McEntire email: [teresa.mcentire@schools.utah.gov](mailto:teresa.mcentire@schools.utah.gov) phone: 801-538-7542

**Acadience Math** Jared Wright email: [jared.wright@schools.utah.gov](mailto:jared.wright@schools.utah.gov) phone 801-538-7871

**ACT** Scott Roskelley email: [scott.roskelley@schools.utah.gov](mailto:scott.roskelley@schools.utah.gov) phone: 801-538-7663

**DLM** Tracy Gooley email: [tracy.gooley@schools.utah.gov](mailto:tracy.gooley@schools.utah.gov) phone: 801-538-7887

**RISE** Aliese Fry email: [aliese.fry@schools.utah.gov](mailto:aliese.fry@schools.utah.gov) phone: 801-538-7568

**Utah Aspire Plus** Aliese Fry email: [aliese.fry@schools.utah.gov](mailto:aliese.fry@schools.utah.gov) phone: 801-538-7568

**WIDA ACCESS for ELs 2.0** Megan Lopez email: [megan.lopez@schools.utah.gov](mailto:megan.lopez@schools.utah.gov) phone: 801-538-7723

Ann-Michelle Neal email: [ann-michelle.neal@schools.utah.gov](mailto:ann-michelle.neal@schools.utah.gov) phone: 801-538-7651

## 6. Observation Forms and Survey Templates

The observation forms and survey templates are posted on the USBE Assessment and Accountability webpage at the following link:

[Assessment Observation Forms](#)

## 7. Accessing Assessment Observation Data

Upon request, the USBE assessment staff will provide the assessment observation data (copies of the observation forms and surveys) to the LEA assessment director where the school is located. USBE will also present the aggregated and de-identified information at a monthly Assessment Director meeting following the school year. For assessment observation information requests, please contact Emily Engh email: [emily.engh@schools.utah.gov](mailto:emily.engh@schools.utah.gov) Phone: 801-538-7730