

# Testing Ethics Training

Facilitated Version

Utah State Board of Education (USBE)  
2021-2022





# Introduction

The following documents will assist you in completing the Testing Ethics Training. Please have them accessible (digital or hard copy).

- [\*Standard Test Administration and Testing Ethics Policy\*](#)
- [\*Board Rule R277-404\*](#)
- *Utah Code 53E-4-[301.5](#), [303](#), [304](#), [305](#)*



# Introduction

This training is provided as an option for Local Education Agencies (LEA) to meet the requirements of [Board Rule R277-404-5\(6\)](#).

*“LEA 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.”*



# Learning Intentions and Success Criteria

- Fulfill the USBE requirement for completing testing ethics training
- Learn the *Standard Test Administration and Testing Ethics Policy*
- Know how to implement and apply ethical testing practices during test administration and proctoring of Utah statewide assessments

# Statewide Assessments





# Statewide Assessments

Statewide assessments **require** that educators adhere to all ethical practices and procedures as outlined in the *Standard Test Administration and Testing Ethics Policy*.

**What are the statewide assessments?**

**Which ones are applicable to me?**

Check your answer using this [link](#) to the Assessment & Accountability website. Each statewide assessment has a separate tab for review.

# Purpose of Statewide Assessments

For the next 3-5 minutes, please review Utah Code 53E-4-301.5, then discuss the following questions:

- **Based on Utah Code 53E-4-301.5 what are purposes for the administration of statewide assessments?**
- **How do these purposes align with your instructional plan for assessing students?**
- **How do you use the data provided from statewide assessments to guide and improve student learning in your classroom?**

# Formative Assessment Tools







# Formative Assessment Tools

“Formative Assessment Tools provided by the Utah State Board of Education (USBE) are **productivity tools** for Utah teachers and students.”

“They are designed to give teachers and students an opportunity to identify strengths and weaknesses with specific knowledge, skills, and abilities outlined in the Utah Core Standards.”

# Your Turn

Using the [Standard Test Administration & Testing Ethics Policy](#), please identify the Formative Assessment Tools provided by the Utah State Board of Education.



# Formative Assessment Tools

**The purposes of these tools are different than the summative assessments and have different administration processes**

- Review the test administration manual
- Review training materials, guidance, and videos provided on the Formative Assessment tab here:

[Assessment and Accountability > Resources](#)

# Your Turn

- What is the difference between formative assessment and summative assessment?
- How do the purposes of formative assessment differ from summative assessment?

# Before Testing



# Your Turn

- Please share examples of the variety of assessment opportunities and experiences in your classroom.
- How do you use the data from this assessment opportunities and experiences to influence your instructional planning?
- How do your students use the feedback from these opportunities and experiences to set their personal learning goals?

## Your Turn

- How do you help your students learn the test functionality, testing tools, and resources for their applicable statewide assessments?
- Give examples of how you provide accommodation methods during instruction that support the use of the accommodations during statewide testing.

# During & After Testing







# Frequently Asked Questions

*Make sure to have the **Standard Test Administration and Testing Ethics Policy** ready.*

*Page numbers on the slides are references within the policy.*



# Assessment Director

**Q: Who is your LEA Assessment Director and what is his/her contact information?**

A: The LEA Assessment Director leads the work related to statewide assessment administration within the LEA. It is important for you to know who this person is within the LEA. *If USBE is contacted, they will include this person in all communications.*



# Local Policies & Procedures

**Q: Where can you find your local LEA and/or school testing ethics policies and procedures?**

A: [*You need to fill in this answer.*] It would be important for you to know where you can locate the LEA and school testing ethics policies and procedures. Asking the LEA assessment director might be a good first step.



# In the testing session

**Q: Who is allowed to be in the room where and when testing is occurring?**

**A: See pages 2 & 4**



# Active Proctoring

**Q: How many proctors are required in each testing session?**

**A: See page 2**



# Reading Scripts

**Q: Am I required to read the scripts provided in the test administration manual (TAM) word-for-word in each testing session?**

**A: Yes. See pages 2 and 3**



# Listen to Music

**Q: Can I play music for my class while they are testing or can students listen to music with their headphones while they are testing?**

**A: No. See page 2 and 3**



# Headphones

**Q: Are headphones required for students to use when testing?**

A: It depends on the assessment. Refer to the specific test administration manual for the assessment you will be administering.





# Classroom Posters

**Q: Am I required to remove or cover the posters hanging on my classroom walls? What if they have been up all year?**

**A: It depends. The amount of time doesn't matter. It is about the content on the posters. See page 3**



# Scratch Paper

**Q: Can I provide the students with scratch paper that has something on it (e.g., coordinate grid lines, multiplication table without numbers, teacher-created graph paper)?**

**A: No. See page 3**



# Scratch Paper 2

**Q: Can I work with my students to create a graphic organizer prior to testing and then let them bring it into the testing session?**

**A: No. See page 3**



# Scratch Paper 3

**Q: Does the scratch paper have to be a certain color, size or does it have to be paper? Could the students use white boards?**

**A: The scratch paper needs to be blank. There is no limitation on the color or size of the scratch paper. *You'll want to consider the requirement of collecting and destroying the used scratch paper. Additionally, consider the level of distraction that these could cause for students completing the tests.***



# Student electronic devices

**Q: Can students have their cell phones and smart watches with them when they test?**

A: No, unless necessary for student's health and safety. See page 3



# Parental Exclusion

**Q: Can students who have a parental exclusion (opt-out) stay in the room during testing?**

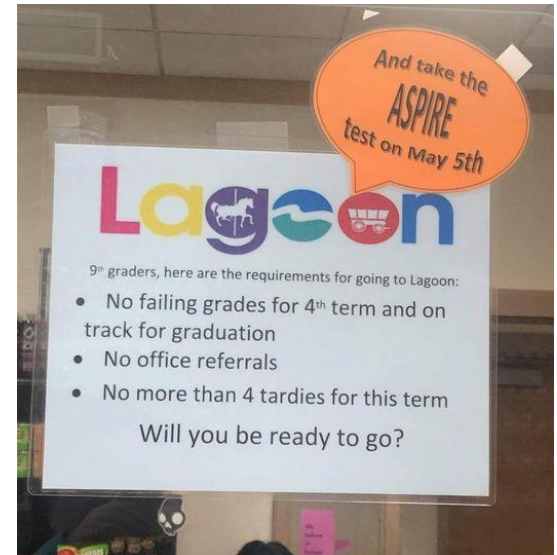
**A: Yes, see page 2.**



# Non-Academic Rewards

**Q: Can I have a class party or other activity to celebrate the completion of testing?**

**A: It depends. See page 2**





# Grades

**Q: Can I use students' test scores in determining their grades or as a prerequisite for course entry?**

**A: See page 3**





# Testing Materials

**Q: What should I do with the student materials, such as scratch paper, print-on-request, embossed, and files downloaded to the computer?**

A: See page 3



# Individual/Student Score Reports (A)

**Q: Where can I find my students' score reports?**

A: Depends on the assessment. Take a few minutes to locate where the student score reports can be found for the statewide assessments applicable to you.



# Individual/Student Score Reports (B)

**Q: How soon do I need to share the score reports with my students?**

**A: See page 3**

# Unethical Practices





# Sharing test information

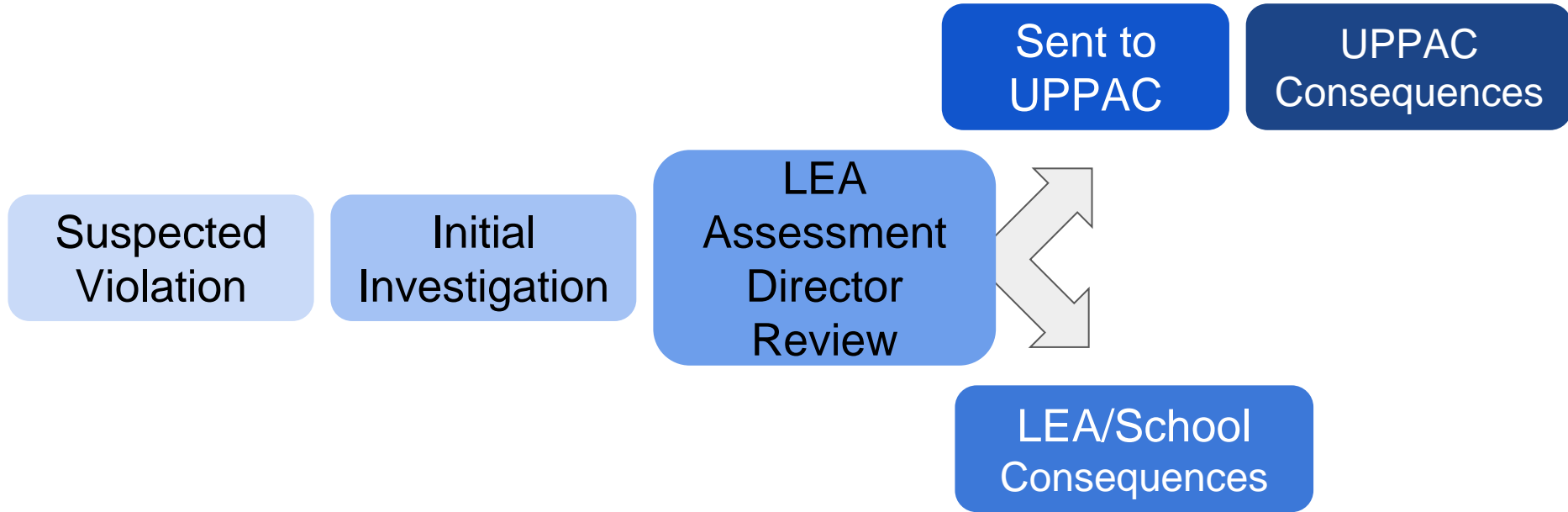
Often with good intentions, the USBE Assessment & Accountability section is contacted about a test question that is of concern to students and/or test administrators (e.g., seemingly no correct answer or test question functionality).

1. If you follow the testing ethics policy, how could you share this concern without being unethical and sharing a secure test question?
2. How do you share a secure test question?

# Testing Ethics Violations



# Testing Ethics Violations Protocol





# If there is a suspected violation

You can contact whomever you feel most comfortable

1. School Administration
2. LEA Administration
3. Utah State Board of Education (USBE)
4. Utah Professional Practices Advisory Commission (UPPAC)





# Testing Ethics Violations Scenarios

Review the following scenarios and discuss the following three questions:

1. Why would they be considered testing ethics violations?
2. What evidence is shared in the policy that explains why these would be violations?
3. What is the appropriate testing ethics procedure for each scenario?

## Scenario 1

A school administrator sends out a mass communication directing families to click on a link on the school's website and complete the parental exclusion form if they'd like to opt their child out of state testing.

## Scenario 2

A test administrator or proctor doesn't set-up a student's required accommodations within the testing system and the student completes the test without the accommodations.

## Scenario 3

A class has a party for students who scored at or above the assessment's proficiency level and only those students are invited to participate.

## Scenario 4

A proctor hands out a testing ticket to the wrong student who then logs in and takes the test, using the information from that test ticket.

## Scenario 5

A teacher reviews test questions or items on a test and uses the same questions as a review for the statewide test.

# Resources





# Resources

- [Utah State Board of Education](#)
- [Assessment, Utah State Board of Education](#)
- [Utah State Law - Chapter 53E](#)
- [Utah State Law - Chapter 53G](#)
- [Utah Board of Education - RULES](#)
- [Utah Professional Practices Advisory Commission \(UPPAC\)](#)