



Assessment of Student Achievement Policy

Merit Preparatory Academy

Purpose of the Policy

This policy provides specific standards and procedures to govern the handling and administration of standardized tests. Compliance with this policy is an essential job function of all educators.

Administration of Statewide Assessments

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

Students who qualify for IEP, 504 and ESL services shall have needed accommodations. The student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine which, if any, accommodations the student requires for participation.

[Utah Admin. Rules R277-404-5\(1\) \(July 8, 2021\)](#)

If a guardian would like to opt their student out from state testing, they must sign the "Parental Exclusion From State Assessments Form" for the current academic year (found in the front office) and submit it to the Assessment Specialist at least 24 hours prior to the test. It is requested that a guardian meet with an Administrator before this form is submitted.

Merit's Statewide Assessment Plan

Merit Academy shall develop a plan to administer statewide assessments. After considering and making any appropriate changes, the plan shall be submitted to the State Superintendent by September 15 of each year.

The plan shall include:

1. The dates that the school shall administer each statewide assessment (testing dates for the current academic year found [HERE](#));
2. Professional development for an educator to fully implement the assessment system;

3. Training for educators and appropriate paraprofessionals in the requirements of assessment administration ethics; and
4. Training for educators and appropriate paraprofessionals in using statewide assessment results effectively to inform instruction.

[Utah Admin. Rules R277-404-5\(2\), \(3\), \(4\) \(July 8, 2021\)](#)

Time Periods for Administering Statewide Assessments

A Merit Academy educator, trained employee, or third party proctor shall administer statewide assessments required under [Utah Admin. Rule R277-404-5](#) consistent with the schedule established by the State Superintendent and the Merit Assessment Specialist.

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

If the school requires an alternative schedule with assessment dates outside of the State Superintendent's published schedule, it shall submit the alternative testing plan to the State Superintendent by September 1 annually. The plan shall set dates for assessment administration for courses taught face-to-face or online.

[Utah Admin. Rules R277-404-4\(3\) \(July 8, 2021\)](#)

[Utah Admin. Rules R277-404-5\(8\), \(9\), \(10\) \(July 8, 2021\)](#)

Merit Assessment Training

Merit's assessment staff will use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors. (This policy can be obtained online at <https://www.schools.utah.gov/assessment> or from the State Board of Education at 250 East 500 South, Salt Lake City, Utah 84111.

At least once each school year, Merit will 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.

Merit may not release state assessment data publicly until authorized to do so by the State Superintendent.

[Utah Admin. Rules R277-404-5\(5\), \(6\), \(7\) \(July 8, 2021\)](#)

[Utah Admin. Rules R277-404-3 \(July 8, 2021\)](#)

School Responsibilities

The school or educator may not use a student's score on a statewide assessment (or a student's exemption from taking such an assessment) to prohibit a student from enrolling in an honors or advanced placement course.

The school shall require an educator and assessment administrator and proctor (including third party proctor) to individually sign the testing ethics signature page provided by the State Superintendent acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.

All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the State Superintendent.

All educators and assessment administrators and proctors shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, school rules and policies, and the Standard Test Administration and Testing Ethics Policy.

[Utah Admin. Rules R277-404-6 \(July 8, 2021\)](#)

Merit Employee Compliance with Assessment Requirements, Protocols, and Security

Teachers, administrators, and all school personnel shall not:

1. Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or school standardized assessment policy or procedure, or violate any procedure specified in the State Board testing ethics policy;
2. Fail to administer a state required assessment;
3. Fail to administer a state required assessment within the designated assessment window;
4. Submit falsified data;
5. Allow a student to copy, reproduce, or photograph an assessment item or component; or
6. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.

A school employee or third party shall promptly report an assessment violation or irregularity to an Administrator or Assessment Specialist.

An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with Utah Admin. Rule R277-217.

All assessment material, questions, and student responses for required assessments are designated protected, consistent with [Utah Code § 63G-2-305](#), until released by the State Superintendent.

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

An individual educator 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.

Utah Admin. Rules R277-404-8 (July 8, 2021)

Reporting Assessment Results

UTREx data shall be updated using the processes and according to the schedules determined by the State Superintendent. Merit shall ensure that any computer software for maintaining or submitting school data is compatible with data reporting requirements established in R277-484. The school 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. The school shall verify that it has satisfied all the requirements of the State Superintendent's directions regarding data exchange and reporting requirements.

Utah Admin. Rules R277-404-9 (July 8, 2021)

Referral to State Board for Violation

Any employee violating this policy shall be subject to adverse employment action, including, but not limited to, termination of employment, and any such educator shall be referred to the Utah Professional Practices Advisory Commission of the State Board of Education for possible disciplinary action.

Board Approved: 1/17/2023