



## Policy Procedure Manual

Document Name: Assessment of Student Achievement

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### 1.0 Purpose

To ensure student progress is accurately measured through standardized achievement assessments, Wasatch Waldorf Charter School (WCS) recognizes its responsibility to develop a comprehensive assessment system plan in accordance with state and federal laws. Information from such student assessments may be used by Wasatch Waldorf Charter School educators as an additional tool to plan, measure, and evaluate the effectiveness of the school's educational program.

### 2.0 Definition

### 3.0 Policy Content

#### 3.1 ASSESSMENT PLAN

It shall be the responsibility of Wasatch Waldorf Charter School's Assessment Director to establish specific guidelines and procedures that Wasatch Waldorf Charter School personnel shall follow when administering student assessments in accordance with state and federal laws, State Board of Education rules for standardized assessment administration, and Utah State Board of Education (USBE) Ethics Policy.

The guidelines and procedures shall contain, at a minimum:

- a) professional development for the Assessment Director to ensure full implementation of the assessment system;



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- b) training for the Assessment Director and appropriate paraprofessionals in the requirements of assessment administration ethics;
- c) training for the Assessment Director and appropriate paraprofessionals to utilize assessment results effectively to inform instruction; and
- d) adequate oversight of test administration to ensure compliance with Utah Code Section 53E-4-302 as follows:
  - i) WCS shall test all enrolled students unless a student has a written parental excuse under Utah Code Subsection 53G-6-803;
  - ii) a student participating in the Statewide Online Education Program is assessed consistent with Utah Code Section 53F-4-510;; and
  - iii) a third party vendor or contractor may not administer or supervise state assessments.

### 3.2 PROFESSIONAL DEVELOPMENT

At least once each school year, WCS shall provide professional development for all educators, administrators, and standardized assessment administrators concerning guidelines and procedures for standardized assessment administration, including educator responsibility for assessment security and proper professional practices.

### 3.3 TESTING ETHICS

WCS assessment staff shall use the USBE Testing Ethics Policy in providing training for all assessment administrators and proctors.

### 3.4 STUDENT PARTICIPATION IN ASSESSMENT

All WCS students shall participate in state administered assessments unless:

- a) The Utah alternate assessment is approved for a specific student consistent with federal law and as specified in a student's IEP; or
- b) a student is excused by a parent/guardian under Utah Code Ann. 53G-6-803, and Utah Administrative Code R277-404-6.
  - i) WCS may not impose additional procedures to exercise this right nor may any penalty or adverse consequences be imposed upon the student.



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- ii) School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students excused from taking a state administered assessment.
- iii) No school or employee may reward a student for merely taking a state administered assessment.

### 4.0 Relevant Procedures, Guidelines & Restrictions

See WCS Parental Rights to Academic Accommodations Policy.

See USBE Testing Ethics Policy, approved by the Board August 8, 2014, incorporated by reference, and located at USBE, 250 East 500 South, Salt Lake City, or online at <http://www.schools.utah.gov/assessment/Directors/Resources.aspx>.

### 5.0 Exhibits / Appendices / Forms

#### 5.1 Appendix A: Parental Exclusion Form

See Parental Exclusion from State Assessment Form on the USBE website:  
<https://www.schools.utah.gov/file/0b881036-f76f-4275-8f0e-cf4cc33d0f04>.

