

Utah Core
Criterion-Referenced Test
Computer-Based Testing
Test Administration
Manual
Secondary Mathematics

Math 7
Pre-Algebra
Algebra 1
Geometry
Algebra 2

2010

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TEST ADMINISTRATION MANUAL

Administering the Computer-Based Secondary Mathematics Criterion-Referenced Tests

The Utah State Office of Education

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2010 TEST OVERVIEW

General Materials Needed: Student Login Tickets, pencil, scratch paper, graph paper, book to read (or another quiet, non-electronic activity).

Math

Test	Sessions	CBT Tools for 2010	Additional CBT Tools
Math 7	2	Highlighter, Eraser, Strikethrough, Background & Text Color Changer, and Text Enlarger	Ruler, protractor, 5-Function Calculator ¹
Pre-Algebra			Ruler, 5-Function Calculator
Algebra 1			Scientific Calculator ²
Geometry			Scientific Calculator
Algebra 2			Ruler, Graphing Calculator ³

- Note:
- ¹ Five-Function calculator provided on computer. Students may use their own calculator or one provided by the test proctor.
 - ² Student may use their own Scientific Calculator or one provided by the test proctor.
 - ³ Student may use their own Graphing Calculator or one provided by the testing proctor. (Memory needs to be cleared before testing.)

2010 TEST SCHEDULING GUIDE

IMPORTANT: This test is administered on **multiple days** in accordance with this scheduling guide.

Secondary Math Test Sessions	Activity	Time of Administration
Prep	<ul style="list-style-type: none">• Verify that iTest is available on computers.• Confirm that Student Login Tickets have been printed and are ready for distribution to students.	Approximately 5-10 minutes
Section 1 (Day 1)	Multiple-choice items	Approximately 50 minutes
Section 2 (Day 2)	Multiple-choice items	Approximately 50 minutes
Completion Session(s)	Make-up session for individual students who were absent for any of the testing sessions or who have not finished any section of the test.	As needed

OVERVIEW OF THE CORE CRITERION-REFERENCED TESTS

INTRODUCTION

The Core Criterion-Referenced Tests (CRTs) were developed from the Utah Core Curriculum for each content area. The test questions were written by Utah teachers and reviewed and edited by Utah teachers; Local Education Agency (LEA) content specialists; university representatives; members of the community; Utah State Office of Education (USOE) specialists in the Assessment, Curriculum, and Students at Risk sections; and contracted curriculum and assessment experts.

TEST SECURITY

CRTs are highly secure materials and should be treated as such. This means that test materials should be handled only by qualified personnel, that a system of materials accounting should be in place to ensure that all test materials are accounted for at the conclusion of testing. You are responsible for securely storing all **used and unused** test materials.

It is extremely important that all staff members involved in the distribution and administration of these tests follow the directions for administration very carefully. At the conclusion of testing, **all testing materials** (including this *Test Administration Manual*) must be returned to your school's testing coordinator.

Access to the CBT system should only be provided to qualified personnel. Test Access Codes are secure. Because students use the same username and password for each test they take, the Test Access Code is secure and should be distributed according to school and LEA protocol.

TESTING ETHICS

Under no circumstances should actual questions from these tests be taught to or reviewed with students. Reproducing the test via electronic or paper means is not permitted. Such practices violate test security and are professionally unethical. According to state law, evidence of illegal activities can result in disciplinary action and/or the loss of teacher licensure.

For further information regarding testing ethics and test security, see the Utah State Board of Education-approved *Standard Test Administration and Testing Ethics Policy*. This document is available at the following URL:
<http://www.schools.utah.gov/assessment/documents/AAEthicsPolicy.pdf>.

OVERVIEW OF TESTING ADMINISTRATION

INTRODUCTION

CRTs are not timed. Every student should be provided sufficient opportunity to complete the test. Testing will need to be scheduled for any students who require test accommodations that cannot be facilitated during the regular testing sessions.

For questions concerning information presented in this manual or about administration of the CRTs, please contact your school's testing coordinator.

Unexpected circumstances (e.g., fire drills, power failures) may interrupt testing. If the interruption occurs during any testing session, the Lab/Session Manager should follow local protocols to note the interruption, then should log out of the Proctor Test Workstation (PTW).¹ The Test Administrator/Proctor will determine if there is time to complete this task based on their knowledge of the urgency of the circumstances. When normal conditions are restored, resume testing by opening a new session and providing students with a new Test Access Code. Interruptions should not reduce the total amount of time students are given to complete the test session.

SCHEDULING MAKE-UP TESTING AND TEST COMPLETION SESSIONS

Make-up sessions do not have to be administered in the students' regular classrooms; students may be tested by a guidance counselor or another teacher assigned to monitor make-up testing. Test completion sessions may include students working on different sections of the test. Ensure that the individual overseeing make-up and test completion sessions is qualified to do so. Note: The Lab/Session Manager should not be responsible for administering tests unless he/she is qualified to do so.

-
1. When a Proctor logs out of the Proctor Test Workstation (PTW), the students being proctored by that individual will be removed from the iTest system. The students' answers will be saved, and the Lab/Session Manager will be able to log back in and begin another session for students to continue testing at the point where they stopped.

SUMMARY OF RESPONSIBILITIES FOR COMPUTER-BASED TEST ADMINISTRATION

The computer-based test (CBT) administration of CRTs requires involvement of multiple individuals at each testing site, representing four different roles: School Testing Coordinator, Technical Support Personnel, Lab/Session Manager, and Test Administrator/Proctor. These roles and responsibilities are outlined below.

School Testing Coordinator

- Oversee all aspects of testing, paper-based and computer-based.
- Ensure that all policies and procedures required for standardized test administration occur.
- Compile documentation concerning unique student circumstances that affect testing.
- Use the CBT system to mark special codes and accommodations for appropriate students (See Appendix A and Appendix B for details), submit for scoring, and download 48-hour Preliminary Raw Score Reports.
- Work with the Test Administrator/Proctor to check Preliminary Raw Score Reports to ensure that all students who were expected to test are accounted for, and that special codes are accurately marked.
- Work with LEA Assessment Personnel to resolve issues with testing.

Technical Support Personnel

- Ensure that each computer that students will use is able to support CBT.
- Ensure that bandwidth is sufficient to allow testing.
- Troubleshoot technical issues that interrupt testing.
- Communicate with LEA technical personnel if problems occur which prevent students from testing.

Lab/Session Manager

- Work with the School Testing Coordinator and/or Test Administrator/Proctor to set up Group Rosters, print Student Login Tickets, provide Test Access Codes, start sessions, stop sessions, and resolve CBT issues.
- Document any situations that affect testing (e.g., fire drills, technical issues).

Test Administrator/Proctor (this is typically a classroom teacher)

- Actively proctor testing.
- Follow all requirements outlined in the *Test Administration Manual*.
- Work with the School Testing Coordinator to ensure that students' results are not submitted for scoring until all sections are finished.
- Work with the Lab/Session Manager to resolve problems that arise during testing.
- Work with the Lab/Session Manager to schedule make-up or completion sessions for students to finish testing.
- Review each Preliminary Raw Score Report with the School Testing Coordinator making sure that the students who tested appear on the report and that special codes are accurate.

Depending on the organization of the LEA and school, several of these roles may be combined as needed. Individuals responsible for each role should receive training specific to that role. This *Test Administration Manual* is specifically designed for the Test Administrator/Proctor; however, because of the interdependency of these roles, this topical description is provided.

CHECKLIST FOR TEST ADMINISTRATOR/PROCTOR

Before Testing:

- _____ Meet with School's Testing Coordinator:
 - _____ To review testing procedures.
 - _____ To complete *Standard Test Administration and Testing Ethics Training*.
 - _____ To verify completion of training.
 - _____ To clarify any questions.
- _____ Administer training tests to familiarize students with the testing system, ensuring that students can successfully navigate through tests and use testing system tools.
- _____ Notify students and parents about testing.
- _____ Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- _____ Become thoroughly familiar with this *Test Administration Manual*.
- _____ Ensure that you have the appropriate materials. Needed materials are as follows:
 - _____ Student Login Tickets
 - _____ scratch paper and pencil for each student to be used during the test
 - _____ a "TESTING, DO NOT DISTURB" sign for the door
 - _____ any additional supplies or materials specific for the subject area test (see page vi)
- _____ Review assessment accommodation and modification guidelines and make arrangements for students who qualify (with School Testing Coordinator). Refer to Appendix A for instructions.
- _____ Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.

During Testing:

- _____ Administer the test following the script in the *Test Administration Manual* word for word.
- _____ Distribute Login Tickets to students.
- _____ Provide Test Access Code to students.
- _____ Actively proctor to ensure that students are working on the test and that they are successfully navigating through the test.
- _____ Keep communication between you and the students to a minimum.
- _____ Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- _____ Make note of any irregularities during testing, including who will require a make-up or test completion opportunity (with the Lab/Session Manager).
- _____ Maintain and oversee the security of all test materials.

After Testing:

- _____ Follow on-screen instructions for closing out the testing session (with the Lab/Session Manager).
- _____ Arrange make-up and test completion sessions for students who miss all or part of the test.
- _____ Organize and return all test materials to the School Testing Coordinator.
- _____ Review each Preliminary Raw Score Report with the School Testing Coordinator making sure that the students who tested appear on the report and that special codes are accurate.
- _____ Review each Preliminary Raw Score Report to identify any anomalies in testing procedures.

CHECKLIST FOR LAB/SESSION MANAGER

General:

- _____ Ensure you have the *iTest Training Guide* and *Test Administration Manual*.
- _____ Ensure that all computers have been prepared for testing with Technical Support.

Before Testing:

- _____ Coordinate overall testing schedule and logistics with the School Testing Coordinator.
- _____ Administer training tests to familiarize students with the testing system, ensuring that students can successfully navigate and use its tools.
- _____ Verify that all students who are expected to test are listed in Groups (9+2's) within the Data Administration System (DAS), with School Testing Coordinator.
- _____ Manually add students if necessary into the DAS and assign to appropriate tests and Groups (9+2's) (with School Testing Coordinator).
- _____ Enter special codes for appropriate students into the DAS (with School Testing Coordinator). The Lab/Session Manager may enter this information, however the School Testing Coordinator is responsible for the decision concerning what should be entered.
- _____ Make arrangements for those students requiring accommodations during testing (with Test Administrator/Proctor).
- _____ Print Login Tickets from the DAS for all students.

During Testing:

- _____ Ensure that appropriate students start any assistive technology software prior to launching the Student Test Workstation (STW).
 - Any operating system adjustments, such as sound volume, should be optimized prior to launching assistive technology and the STW, as students will not be able to access other functionality during test administration.
- _____ Log into the Proctor Test Workstation (PTW).
- _____ Start a testing session for each test to be administered.
- _____ After a test session is launched, provide students with the Test Access Code (five characters) when the Test Administrator/Proctor is ready to begin the testing session.
- _____ Note any appropriate comments about student testing circumstances.
- _____ When the Test Administrator/Proctor indicates that the test session is finished, end the Test Session.
 - A Session Receipt may be printed to assist with documenting the test session.

After Testing:

- _____ Provide all testing documentation to the School Testing Coordinator (e.g., Login Tickets, Session Receipts).
- _____ Make arrangements for any students who have not finished all sections of the test to complete the test (with Test Administrator/Proctor).
- _____ Return testing materials to the School Testing Coordinator (with Test Administrator/Proctor).

Detailed Directions for Test Administration

Secondary Mathematics

**Math 7
Pre-Algebra
Algebra 1
Geometry
Algebra 2**

2010

OVERVIEW INFORMATION FOR CBT ADMINISTRATION

LIVE TESTING iTEST URL ADDRESS

All computers being used for computer-based testing should be configured for iTest prior to beginning test sessions. The iTest system is a browser-based testing system. Students may access tests by entering the URL below, in the address bar of a browser:

<http://students.utah.measuredprogress.org>

Alternately, schools may choose to distribute the kiosk according to local protocols and procedures.

When familiarizing students with the iTest system you should use the Training Test links. The Live Test links are reserved for operational testing.

STUDENT LOGIN TICKETS

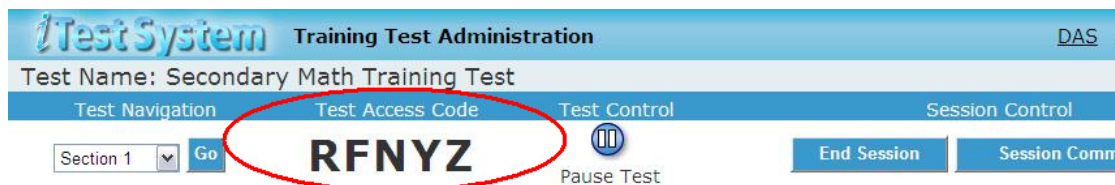
Every student needs a student Login Ticket with his/her name, User ID, and password pre-printed on it. You will need to distribute the tickets prior to testing, as described in the Test Administrator/Proctor script in this *Test Administration Manual*.

Student Login Tickets may be printed in a few different formats, depending on local preferences. They will be produced as part of a PDF file and are available for download from the Manage - Reporting Groups or Reports - Monitor Test Progress screens in the Data Administration System (DAS). Details about how to generate the Student Login Tickets appear in the *USOE Training Guide*.

Student Login Ticket	
Student:	BRADSHAW, SCOTT B
Grade:	07
User Name:	MP004185711
Password:	08131995
Test:	Secondary Math Training Test
Test Year:	2009-2010
Test Type:	Training
Reporting Group:	5201-15_PTUSM
Alternative Group:	520115_PTUSM
Please wait for instructions before starting.	

TEST ACCESS CODES

After a proctor opens a test session, a Test Access Code is available at the top of the screen:



The Test Access Code is a randomly generated set of characters used for students to enter a specific test session. Each time a proctor exits a test session and re-enters the test, the access code changes to a new randomly generated set of characters.

TEST NAVIGATION

As directed by the Test Administrator/Proctor, select the section of the test that the students are taking from the Test Navigation drop down list and then click "Go."

USE OF STUDENT TEST MAP

Once a student has entered their username, password, and the Test Access Code they will be granted access to the test¹. The test map allows students to perform a range of functions which are briefly described below:

- View the status of each test question. Statuses that can be displayed for a test question are:
 - Unanswered.
 - Answered.
 - Not available (when a section is not accessible).
 - Flagged.
- Move to any item in the test section (including those marked for review).
- View general directions.
- Access any available tools, e.g. reference sheets, calculator, highlighter.
- Exit the test—available at the end of the test (this function is described in more detail later in this *Test Administration Manual*).

1. Students will be granted access if they are not already submitted for scoring, do not have a non-participation code marked for that test in the DAS, and are assigned to the test.

READ-ALoud ADMINISTRATION

READ-ALoud ADMINISTRATION OPTIONS

- Locally available assistive technology software.
- Proctor reads from PTW screen.
- Proctor reads "over-the-shoulder" of the student.

ASSISTIVE TECHNOLOGY

If a student will be using assistive technology, launch the assistive technology software, then make any necessary adjustments to the student's computer (such as volume), then launch iTest.

READ-ALoud FORM ASSIGNMENT

To ensure that students who will receive accommodations that require forms to be read aloud in a group setting receive the same form at the school, the appropriate accommodation must be marked **prior** to the student logging in to the test. This will ensure consistent form assignment for any student who requires forms to be read aloud. The accommodations that result in read-aloud form assignment are directions and/or questions read aloud in English, directions and/or questions signed, and directions and/or questions oral translation. For more information regarding special codes see Appendix A of this manual, to review how to mark special codes refer to Appendix B.

TEST ADMINISTRATION: SESSION ONE

Prior to the beginning of Session One, be sure that all student workstations are cleared of non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, graph paper and any additional supplies or materials specified for your subject area (see page vi).

If the Lab/Session Manager has not already logged into the PTW, ask them to login to the PTW and select the appropriate test from the list of tests available to begin the session. A Test Access Code should now be available, as described in the *Test Access Codes* section of this manual.

In addition, special codes should be assigned to students who qualify (see Appendix A and B). School Testing Coordinators should determine who is responsible for completing this task. This should be done prior to testing but can be modified after testing until the Data Window is closed by the LEA. Special codes cannot be modified after the Data Window is closed.

IMPORTANT

All Directions following the word "SAY" are to be read aloud to students.

SAY: DO NOT touch the computers until instructed to do so.

Follow local procedures to get all students to the iTest Login Screen, which contains Login ID, password, and Test Access Code fields.

Distribute the printed Student Login Tickets to the appropriate students. If you do not have a ticket for a particular student, contact your School Testing Coordinator.

SAY: The computer is now at the iTest Login Screen.

Look at the Login Ticket I have just given you. Make sure the ticket has your name on it. If you do not have your correct Student Login Ticket, please raise your hand.

Your Student Login Ticket provides you with your username and password to take this test.

Find your username and password on your Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Login Ticket, click the "Login" button. Wait to go on until instructed to do so.

PAUSE.

Once all students have successfully logged into the system, provide the students with the Test Access Code specific to the test you will be proctoring.

SAY: Enter this Test Access Code in the box labeled "Enter a code from the proctor" and then click "Start Test." Wait to go on until instructed to do so.

Work with the Lab/Session Manager to ensure that all students appear on the PTW as logged in.

SAY: At the bottom of this screen, click the "Next" button until you reach the General Directions screen.

Once all of the students have successfully navigated to the General Directions, read the following overview of the test and general directions.

SAY: Today you will be taking the Utah Secondary Mathematics Test.

Test questions will be presented one at a time. Each question will be followed by several possible answers. The computer will allow you to choose only one answer at a time for each question. You may change your answer if you choose to.

You can use the mouse or keyboard to navigate and choose answers. To answer a question using the mouse, position the pointer over any part of an answer and click once. To answer a question using your keyboard, simply type the letter that corresponds to the answer you wish to choose. For example, to choose option A, type the letter A on your keyboard.

Navigation buttons that allow you to move from one question to another appear as green arrows at the bottom of the screen.

There are tools available for you to use in taking the test. These are in the bottom left and bottom right corners of the screen.

Do not attempt to leave the test until you are instructed to do so.

Throughout the test, read and answer each question. When you have chosen the best answer, select it using your mouse or keyboard.

PAUSE.

SAY: Follow along on the computer screen as the directions are read aloud.

“General Directions”

“This test has two sections of multiple choice questions. At the end of each section, stop and check your work.

“Read each question carefully. Choose the best answer from the four answer choices. (If you are not sure about the answer, please make the best guess you can.)

“If you do not know the answer to a question, continue on to the following questions and return to the unanswered question later. (Please attempt to answer all questions on this test.)

“You may use your own calculator or one provided by the test proctor on this test. A reference sheet is available to help you answer questions. You may do your work on scratch paper and graph paper. Please make sure you mark your answer on the computer.

“You will be given enough time to finish this test, so do your best on every question.

“If you finish early, you may go back within the section on which you are working and check your work.”

Do you have any questions about these directions?

PAUSE. Answer any procedural questions students ask.

Advise the Lab/Session Manager that it is now time to advance students to Section One of this test.

SAY: At the bottom of this screen, click the “Next” button and begin Section One of the test.

While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name at the top left of the computer screen and on the Student Login Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, read these directions:

SAY: If you need more time to complete Section One of the test, please tell me now. If you have finished Section One:

- **First, scroll to the end of the test map and select the stop sign page from the test map.**
- **Then, select the close test icon from the test map.**

Wait quietly at your seat while the Student Login Tickets are being collected.

Collect the Student Login Tickets and work with the Lab/Session Manager to ensure that all students have been exited from iTest. Please follow school and LEA protocol for how student Login Tickets will be handled and stored.

Verify that **all** materials, including loaned calculators, have been collected and that **all** students are logged out of iTest.

SAY: This concludes the first section of the Secondary Mathematics Test.

Store the materials in a secure location between testing sessions.

Work with the Lab/Session Manager to review the testing session receipt and identify which students may need to participate in a completion session to finish section 1.

TEST ADMINISTRATION: SESSION TWO

Prior to the beginning of Session Two, be sure that all student workstations are cleared of non-testing materials. Students should have a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class. See that each student has a pencil, scratch paper, graph paper, and any additional supplies or materials specified for your subject area (see page vi).

If the Lab/Session Manager has not already logged into the PTW, ask them to login to the PTW and select the appropriate test from the list of tests available to begin the session. A Test Access Code should now be available, as described in the *Test Access Codes* section of this manual.

In addition, special codes should be assigned to students who qualify (see Appendix A and B). School Testing Coordinators should determine who is responsible for completing this task. This should be done prior to testing but can be modified after testing until the Data Window is closed by the LEA. Special codes cannot be modified after the Data Window is closed.

IMPORTANT

All Directions following the word "SAY" are to be read aloud to students.

SAY: DO NOT touch the computers until instructed to do so.

Follow local procedures to get all students to the iTest Login Screen, which contains Login ID, password, and Test Access Code fields.

Distribute the printed Student Login Tickets to the appropriate students. If you do not have a ticket for a particular student, contact your School Testing Coordinator.

SAY: The computer is now at the iTest Login Screen.

Look at the Student Login Ticket I have just given you. Make sure the ticket has your name on it. If you do not have your correct student Login Ticket, please raise your hand.

Your Student Login Ticket provides you with your username and password to take this test.

Find your username and password on your Login Ticket and enter them in the boxes on your screen. When the information on the screen matches the information on your Login Ticket, click the "Login" button. Wait to go on until instructed to do so.

PAUSE.

Once all students have successfully logged into the system, provide the students with the Test Access Code specific to the test you will be proctoring.

SAY: Enter this Test Access Code in the box labeled "Enter a code from the proctor" and then click "Start Test." Wait to go on until instructed to do so.

Work with the Lab/Session Manager to ensure that all students appear on the PTW as logged in.

If all the students in the testing session have been present and have read the "General Directions" in the previous testing session, you may elect not to read the instructions again. In that case please skip to page 13. **If there are students who were not present for the previous session, please re-read the "General Directions" with all students before starting the second session:**

SAY: At the bottom of this screen, click the "Next" button until you reach the General Directions screen.

Once all of the students have successfully navigated to the General Directions, read the following overview of the test and general directions.

SAY: Today you will be taking the Utah Secondary Mathematics Test.

Test questions will be presented one at a time. Each question will be followed by several possible answers. The computer will allow you to choose only one answer at a time for each question. You may change your answer if you choose to.

You can use the mouse or keyboard to navigate and choose answers. To answer a question using the mouse, position the pointer over any part of an answer and click once. To answer a question using your keyboard, simply type the letter that corresponds to the answer you wish to choose. For example, to choose option A, type the letter A on your keyboard.

Navigation buttons that allow you to move from one question to another appear at the bottom of the screen.

There are tools available for you to use in taking the test. These are in the bottom left and bottom right corners of the screen.

Do not attempt to leave the test until you are instructed to do so.

Throughout the test, read and answer each question. When you have chosen the best answer, select it using your mouse or keyboard.

PAUSE.

SAY: Follow along on the computer screen as the directions are read aloud.

“General Directions”

“This test has two sections of multiple choice questions. At the end of each section, stop and check your work.

“Read each question carefully. Choose the best answer from the four answer choices. (If you are not sure about the answer, please make the best guess you can.)

“If you do not know the answer to a question, continue on to the following questions and return to the unanswered question later. (Please attempt to answer all questions on this test.)

“You may use your own calculator or one provided by the test proctor on this test. A reference sheet is available to help you answer questions. You may do your work on scratch paper and graph paper. Please make sure you mark your answer on the computer.

“You will be given enough time to finish this test, so do your best on every question.

“If you finish early, you may go back within the section on which you are working and check your work.”

Do you have any questions about these directions?

PAUSE. Answer any procedural questions students ask.

Advise the Lab/Session Manager that it is now time to advance students to Section Two of this test.

SAY: At the bottom of this screen, click the "Next" button and begin Section Two of the test.

While students are working, actively proctor the testing environment and be security conscious. Walk around the room to make sure that each student is logged into the correct test and is at the correct workstation. Do this by checking to see if the name at the top left of the computer screen and on the student Login Ticket matches the name of the student sitting at the workstation.

At the end of the testing session, read these directions:

SAY: If you need more time to complete Section Two of the test, please tell me now. If you have finished Section Two:

- **First, scroll to the end of the test map and select the stop sign page from the test map.**
- **Then, select the close test icon from the test map.**

Wait quietly at your seat while the Student Login Tickets are being collected.

Collect the Student Login Tickets and work with the Lab/Session Manager to ensure that all students have been exited from iTest.

Please follow school and LEA protocol for how Student Login Tickets will be handled and stored.

Verify that **all** materials, including loaned calculators, have been collected and that **all** students are logged out of iTest.

SAY: This concludes the Utah Secondary Mathematics Test.

Work with the Lab/Session Manager to review the testing session receipt and identify which students may need to participate in a completion session to finish section 2.

Return test materials to your School Testing Coordinator.

Thank you for your help in administering the Utah Secondary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.

Test Administration Manual

Appendices

APPENDIX A

ASSESSMENT ACCOMMODATIONS

All Utah students are to participate in the Utah Performance Assessment System for Students (U-PASS), including administration of the CRTs. To meet students' special needs, assessment accommodations are allowed in specific situations in order to enable students to better demonstrate their knowledge. These decisions apply to:

- English Language Learners (ELL).
- Students with Disabilities.
- Students with Section 504 Plans.

Accommodations are determined by an ELL, IEP, or 504 team.

Both federal and state laws require that all students are administered assessments intended to hold schools accountable for the academic performance of students. These laws include state statutes that regulate the Utah Performance Assessment System for Students (U-PASS). The most prominent federal laws are the No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

Students are expected to participate in the state accountability system. This principle of full participation includes ELL students, students with an Individualized Education Program (IEP), and students with a Section 504 plan.

Decisions regarding accommodations and modifications must be made by an ELL, IEP, or 504 team and documented in the student's file. ELL team members, Individualized Education Program (IEP) team members, and Section 504 team members must actively engage in a planning process that addresses the assurance of the provision of accommodations to facilitate student access to grade-level instruction and state assessments. **Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the appropriate team.**

To obtain detailed information about the official state policy for assessment accommodations, examine the document entitled *U-PASS Assessment Participation and Accommodations Policy*. This document is available at the following URL:
http://www.schools.utah.gov/assessment/documents/Special_Needs_Accommodations_Policy.pdf.

English Language Learners (ELL)

The federal NCLB Act Title III and state U-PASS legislation and policy determine which ELL students take which CRT. This determination is based on the student’s **number of years in the United States**. The pertinent guidance related to these policies is **summarized** below. All assessment decisions related to CRTs regarding ELL students should be informed by the school’s ELL team.

Years in U.S./Proficiency Level	ELA	Math	Science
Less than 1 full year Enrolled on or after April 15 of the current year	no	no	no
Less than 1 full year Enrolled before April 15 of the current year	no	yes	yes
1-2 years Enrolled on or after April 15 of the previous year	no	yes	yes
1-2 years Enrolled before April 15 of the previous year	yes	yes	yes
3 years or more	yes	yes	yes

*See the following document for further guidance: *U-PASS Assessment Participation and Accommodations Policy*.
http://www.schools.utah.gov/assessment/documents/Special_Needs_Accommodations_Policy.pdf

APPENDIX B

MARKING SPECIAL CODES ON THE COMPUTER-BASED TEST

Using the Student Data Screen on the Data Administration System

BASIC RULES

- The special codes are to be used only for a small percentage of students.

Mark special codes only if a student:

- Participated in a non-standard administration of the test (select reason in the participation drop-down box).
- Did not participate in the assessment (mark reason in participation drop-down box).

DAS Student Data Screen

Test Information

To view testing information, select a Testing Session.
 A participation status must be selected if a test is selected.
 If a participation status of "Accommodated" is selected at least 1 accommodation must be selected.

Testing Session: Test Name: Reporting Group: Participation Status: Accommodations:

	Testing Session	Test Name	Reporting Group	Participation Status	Accommodations
Edit	TRAINING	Secondary Science Training Test	3520305_PTUSS	Standard Participation	

Reporting Group:

Participation Status:

Accommodations:

Select a participation status from the Participation Status list. If the participation status is Accommodated, select appropriate accommodations from Accommodations list.

For non-standard participation select:

- “Accommodated (IEP/LEP)” if accommodations were provided. In addition, indicate all specific accommodations provided by checking the appropriate boxes in the accommodations list.
- “Private or Home School” if the student is educated in a private school or home school setting.
- “Modified (IEP team)” if a modified assessment was administered.

For non-participation select:

- “Absent-Unable to make up test” if the student was not present during any part of the test administration period and was not able to make up the test.
- “Excused-Medical Emergency” if the student could not take the test as a result of a medical emergency.
- “Unknown Student” for a student listed in your pre-load files who cannot be identified as ever having been enrolled in the school.
- “Officially withdrawn from class/school” if the student is no longer enrolled in the class/school.
- “ELL First Year in U.S. April 15 or Later” if the student is an ELL student and enrolled on or after April 15 of the current school year.
- “Private or Home School non-participant” if the student is educated in a private or home school setting and did not take the test but has a pre-load file.
- “RT” if the student refused to take the test even though there were efforts to encourage participation in the test.
- “Utah Alternate Assessment (IEP Team)” if the student participated in Utah’s Alternate Assessment instead of the CRT.
- “Paper-based” if the student participated in the CRT paper-based test.

Points to Remember

- Mark non-standard participation codes before testing begins.
- Make necessary changes to special codes before the last day of the schools testing window.
- **Educators should NEVER use a student’s login information to enter his/her test.**

APPENDIX C

FREQUENTLY USED ACRONYMS

CBT	Computer-Based Test
CRT	Criterion-Referenced Tests
DAS	Data Administration System
LEA	Local Education Agency
PBT	Paper-Based Test
PTW	Proctor Test Workstation
STW	Student Test Workstation
TAM	Test Administration Manual



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