



Administration Manual

October 2009

U-PASS

Utah Performance Assessment System for Students

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UTAH BASIC SKILLS COMPETENCY TEST

ADMINISTRATION MANUAL

A Guide for Administering the Utah Basic Skills Competency Test

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TABLE OF CONTENTS

Introduction.....	1
Purpose.....	1
Overview of the Test	1
Overview of the Test Schedule	2
Overview of the Test Materials.....	3
Considerations of Test Security and Testing Ethics	4
Scoring and Reporting	4
Test Modifications/Excusals.....	5
General Guidelines for Test Administration.....	6
Preparation for the Test.....	6
Materials Needed for Testing.....	6
Arranging the Room for Testing.....	7
Monitoring the Test.....	7
Detailed Directions for Test Administration.....	8
Instructions for Using Pre-Printed Answer Documents.....	8
Instructions for Completing Blank Answer Documents.....	8
Specific Directions for Administering the Writing Subtest–Tuesday, October 21, 2009	11
Specific Directions for Administering the Mathematics Subtest–Wednesday, October 22, 2009	14
Specific Directions for Administering the Reading Subtest–Thursday, October 23, 2009	17
Appendix A: Writing Label Application Sample.....	21
Frequently Asked Questions	22

INTRODUCTION

PURPOSE

The Utah Basic Skills Competency Test (UBSCT) is mandated by H.B. 33 (1999) and H.B. 177 (2000). The UBSCT includes three subtests: Writing, Mathematics, and Reading. Beginning with the class of 2006, students must pass every subtest **and** complete all other graduation requirements to receive a diploma designating that they have passed the UBSCT and met the state's requirements for graduation.

Utah students are expected to take the test for the first time in the spring of their tenth grade year. Each subtest stands alone; once a student has passed a subtest, he or she does not need to retake that subtest. However, students may retake subtests they do not pass. The test will be offered twice per year (in October and in February).

The UBSCT is being administered on October 20, 21, and 22, 2009, to any eleventh or twelfth grade students who have not passed one or more subtests. Students who are in the tenth, eleventh, or twelfth grade during the 2008-2009 school year need to pass each subtest of the UBSCT. The test will be offered twice each school year so that students will have multiple opportunities to pass. Reports will be created and distributed to schools and LEAs.

The test questions were written primarily by teachers and reviewed by professional test developers; teacher and administrator representatives; parent representatives; LEA content specialists; university representatives; and Utah State Office of Education (USOE) specialists in the Assessment and Accountability, Curriculum and Instruction, and Special Education Services sections.

Prior to testing, **all** Test Administrators should read this manual to ensure that testing procedures are understood. Immediately following testing each day, **all** materials are to be returned to the Site Coordinator in accordance with the procedures detailed in the "Considerations of Test Security and Testing Ethics" section of this manual.

OVERVIEW OF THE TEST

The UBSCT is divided into three subtests: Writing, Mathematics, and Reading. Each subtest must be administered in one session on the same day statewide.

The Writing subtest has two sections that appear in one booklet. Section 1 contains multiple-choice questions that measure students' editing skills. Section 2 is a writing prompt. Students are expected to respond the prompt with an essay. Students are to complete both sections of the Writing subtest in one sitting, with no break between sections.

The Mathematics subtest also has two sections in one booklet. Section 1 of the Mathematics subtest contains multiple-choice questions that are to be answered without the use of a calculator. Section 2 contains multiple-choice questions that may be answered with the aid of a calculator. Students are to complete both sections of the Mathematics subtest in one sitting, with no break between sections. A

reference sheet is provided for students to use while taking both sections of the subtest. It can be found inserted within each test booklet.

The Reading subtest has one section. It contains several reading selections, each followed by a set of multiple-choice questions.

Braille and large-print versions of each subtest are available through the Utah State Office of Education, and may be ordered at the following Web site: <https://assessment.schools.utah.gov/usoeaa>. For students who take the Braille or large-print version of any subtest, their answer document and/or sheets should be marked “Accommodated” in the “Special Codes” box and with the appropriate form number.

Students will answer all questions on separate answer documents. Each subtest has its own answer document. Reading and Mathematics have single-page answer sheets. Writing has a multiple-page answer document with spaces provided for responding to both the multiple-choice questions and the writing prompt. For the purposes of this manual, the term “answer documents” is used to refer to the three different sets of answer materials.

OVERVIEW OF THE TEST SCHEDULE

The UBSCT is to be administered on October 20, 21, and 22, 2009. Each subtest must be administered in one session on the prescribed day as indicated in the schedule below.

Date	Subtest
Tuesday, October 20, 2009	Writing
Wednesday, October 21, 2009	Mathematics
Thursday, October 22, 2009	Reading

Although each subject-specific subtest is designed to take about 90 minutes, this is not a timed test. Students should be given all the time they need to complete each subtest. Students who finish a subject-specific subtest early may **not** work on a subtest from another subject in that same sitting.

For the October 2009 administration of the UBSCT, any eleventh or twelfth grade students who have not passed one or more subtests are eligible to participate. Students are expected to take any subtest they have not yet passed. Please be sensitive to student expectations of confidentiality when informing students of the testing schedule and their participation.

School Site Coordinators will be provided with instructions from the LEA Assessment Director on how to conduct makeup testing in the LEA. All makeup testing must be completed before the end of the day on October 27.

Total test administration time during the UBSCT testing window must allow for the following activities:

Session	Activity	Time Needed
Prep	Distribute preprinted answer sheets and labeled answer documents to students	Depends on the number of answer documents and students
Prep	Complete demographic information on the answer document, only for students without preprinted answer sheets or labeled answer documents	Approximately 10 minutes per subtest before testing begins, for students who do not have a preprinted answer document
Writing Subtest	Section 1: Answer multiple-choice test questions Section 2: Write essay for writing prompt	Approximately 90 minutes on October 20, 2009
Mathematics Subtest	Section 1: Answer multiple-choice test questions without the use of a calculator Section 2: Answer multiple-choice test questions with the use of a calculator	Approximately 90 minutes on October 21, 2009
Reading Subtest	Read selections and answer multiple-choice test questions	Approximately 90 minutes on October 22, 2009
Makeup Testing	Conducted per LEA guidelines	Depends on the LEA plan

Testing in your school has been scheduled each day at a time that will minimize interruptions for test takers. All students should be tested in surroundings that will provide them with the opportunity to do their best work.

In schools where students in several classrooms are being tested, each class should take the subtests at the same time on the required day. Each testing room should have adequate space for students to work comfortably and allow for secure testing procedures.

OVERVIEW OF THE TEST MATERIALS

In addition to this manual, your Site Coordinator will distribute sets of test materials for the group of students you will be testing. These materials include test booklets for each subtest for each student, preprinted answer sheets, preprinted labels for the Writing Answer Documents, and blank answer documents. Extra copies of blank answer documents have been provided for students without preprinted answer documents or labels, as needed. Each student should have his or her own test booklet for each subtest. Test booklets are not to be reused. If you need additional test materials, inform your Site Coordinator.

During each subtest, be certain that students are working with the original test materials that were distributed to them at the beginning of the testing session. Ensure that students mark their answer documents with the correct date they take each subtest.

CONSIDERATIONS OF TEST SECURITY AND TESTING ETHICS

TEST SECURITY: All test booklets and supporting materials associated with the UBSCT are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system. **All test booklets (used and unused), answer documents (used and unused), and *UBSCT Administration Manuals* must be returned to your Site Coordinator at the completion of testing each day.**

UBSCT materials are provided to Utah schools with the assumption that they will be treated as carefully as all state assessments from the standpoint of test security. This means that the subtests should be handled only by qualified personnel that a system of test accounting should be in place to ensure that booklets are distributed and collected in a systematic fashion, and that all test booklets are accounted for at the conclusion of testing.

It is extremely important that all staff members involved in the distribution and administration of this test follow the directions for administration very carefully. **Under no circumstances should copies of any subtest be made.**

LEA Assessment Directors and the USOE will contact schools as necessary to locate any test booklets and answer documents that are unaccounted for.

Under no circumstances should actual test questions be taught to students. Such a practice violates the security of the test and is professionally unethical and illegal according to Utah state law. In addition, such unethical instruction inappropriately narrows the curriculum the students receive and results in testing information that no longer fairly represents what students know and can do.

SCORING AND REPORTING

Scoring of the UBSCT will be completed by the test contractor. Reports will be generated as quickly as possible and distributed to schools and LEAs. To facilitate the quick turnaround of results, it is critical that schools adhere to the schedules and procedures for testing and return of materials.

TEST MODIFICATIONS/EXCUSALS

ASSESSMENT ACCOMMODATIONS

All Utah students are to participate in the Utah Performance Assessment System for Students (U-PASS), including administration of the Utah Basic Skills Competency Test (UBSCT). **Please note that for the UBSCT Writing subtest, only essays written in English will be scored.** To meet students' special needs, assessment accommodations are allowed in specific situations 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, an IEP or a 504 team.

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

All 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, an IEP, or a 504 team and documented in the student's file. ELL team members, IEP team members, and Section 504 team members must actively engage in a planning process that assures accommodations will be provided 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.**

Accommodations that a student receives to take the UBSCT should be marked in the "Accommodations" box on the student's answer document; the "Accommodations" option in the "Special Codes" box on the answer document should also be marked.

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.

EXCUSALS

A student who wishes, for any reason, to be excused from taking the UBSCT must notify the Site Coordinator and provide documentation of the request, reasons for wishing to be excused, and a signed form from his or her parent(s) or guardian indicating that both the parent(s)/guardian and student are fully aware of the consequences of missing an opportunity to take and pass the test.

GENERAL GUIDELINES FOR TEST ADMINISTRATION

PREPARATION FOR THE TEST

- **Ensure that all preprinted labels are applied to Writing Answer Documents prior to testing. (See page 21 for an example.)**
- **The test is not timed.** Plan for sufficient time to administer each subtest. Although each subtest is designed to take 90 minutes, students should be given enough time to attempt to answer each question in each subtest. Allow extra time for passing out materials and reading the general directions.
- Organize sufficient materials, as described in the next section.
- Become familiar with all directions before administering the test.
- Have a roster of the students who are taking the test under your supervision. The roster must include LEA student numbers.
- Obtain your LEA/school code from your Site Coordinator.
- **Be sure that there are preprinted answer sheets and pre-labeled answer documents for each student on your roster.** Any student without a preprinted or pre-labeled answer documents will need to record his or her information on blank answer documents. See the instructions for completing blank answer documents beginning on page 8.
- Have an extra test booklet, answer document and answer sheet available for demonstration purposes.

MATERIALS NEEDED FOR TESTING

- A supply of sharpened #2 pencils with erasers (students may not use pens, colored pencils, crayons, or markers)
- A hard copy of appropriate subtest information for subtest that is being administered of the *UBSCT Administration Manual*.
- A test booklet for each student
- Preprinted and pre-labeled answer documents for each student, and additional blank answer documents, as needed
- A “TESTING—DO NOT DISTURB” sign for the door
- Calculators for the Mathematics subtest (Section 2 only)

Note: All calculations must be done in the test booklet; scratch paper is **not** allowed for this test. Students should have books to read in case they finish the test before the rest of the group.

ARRANGING THE ROOM FOR TESTING

- Put the “TESTING—DO NOT DISTURB” sign on the door to the room.
- Arrange seating so that the students are encouraged to work independently, preferably with the desks facing the front of the room.
- Avoid noisy interruptions during the test. It is recommended that you notify your school office that testing is taking place and therefore interruptions should be made only in the case of an emergency. Circumstances over which you have no control (e.g., power failures or fire alarms) may interrupt testing. If such an interruption occurs, instruct students to insert their answer documents in their test booklets and to close their booklets. When normal conditions are restored, resume testing. Interruptions should not reduce the total amount of time students are given to complete a subtest.
- Students may not use or have dictionaries or other standard reference materials on their desks. Word walls and/or similar materials displayed in a classroom are not considered standard reference materials and may remain in place.
- Each student should work alone. There should be no group discussion on any part of the test.

MONITORING THE TEST

- Be certain that students understand how to fill in the appropriate spaces in their answer documents and on their answer sheets. Make sure that each student writes his or her name on the test booklet.
- When the test session has begun, move around the room to be sure that all students are working on the test.
- Provide the instruction that a student whose pencil breaks should raise his or her hand. Supply the student with a new pencil.
- During testing, keep communication between you and the students to a minimum.
- Test Administrators may not comment on students’ work or help them in any way except during the completion of the student information section on the student answer documents when required, or in explaining the directions.
- Create a positive, nonthreatening environment in which students feel as comfortable as possible by encouraging them to try every question and to make logical guesses if they are unsure of an answer. Remind students that, if necessary, they may look back in the selection they just read to find answers.
- Let students know that it is okay if they do not know a specific answer.
- During the Mathematics subtest, be sure that students only have access to a calculator during Section 2.

DETAILED DIRECTIONS FOR TEST ADMINISTRATION

INSTRUCTIONS FOR USING PREPRINTED ANSWER DOCUMENTS

Answer sheets with preprinted student information on them and preprinted labels for the Writing Answer Document (need to be placed correctly on the answer documents before the test begins) were supplied for all students identified to take the UBSCT. When distributing the answer documents, ensure that students receive answer documents with their specific information preprinted on them. Allow sufficient time before testing begins to distribute to students their specific answer documents.

Ensure all students with preprinted or pre-labeled answer documents, do NOT edit the demographic information grids unless preprinted information for a particular section is missing. If preprinted information on an answer document is **incorrect**, do not use it. Instead, have the student complete a blank answer document as described in the next section. If a student does not use his or her answer document because the preprinted information is incorrect, mark the answer document “VOID,” attach a note of explanation, and return the voided answer document(s) to your Site Coordinator with instructions to place the voided answer documents in your school’s “VOID” envelope.

Please note that students completing blank answer documents should enter their LEA student number, **not** their statewide student identifier (SSID). Please contact your Site Coordinator if you have questions regarding the difference between students’ LEA student numbers and their SSIDs.

INSTRUCTIONS FOR COMPLETING BLANK ANSWER DOCUMENTS

Many students will have preprinted and/or pre-labeled answer documents. **For those students, ensure that they do NOT edit the demographic information grids unless preprinted information for a particular section is missing.**

If any students in your group do not have a preprinted or pre-labeled answer documents, or if the preprinted information is incorrect, use these instructions to complete the demographic portion of a blank answer document. Schedule approximately 10 minutes **before the first testing session** for students without preprinted or pre-labeled answer documents to fill in the student information section. Note: There is a separate answer document for each subtest.

During this session, students without preprinted or pre-labeled answer documents will complete the student information sections on their answer documents. Put a rough representation of these sections on the board. Provide specific examples of how each student should enter his or her name, LEA student number, gender, and other information.

IMPORTANT

All directions following the word “SAY” are to be read to students. “PAUSE” means to pause briefly.

SAY:

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen on this test.

Ensure that each student has a sharpened #2 pencil.

SAY:

I am now going to distribute one answer document and two answer sheets to each of you. Do not write on them at this time.

Distribute the answer documents and sheets to each student. PAUSE while students look through their materials. Note that the Writing answer document is different from the Reading and Mathematics answer sheets.

SAY:

Look at the Writing Answer Document. If your name is preprinted on the answer document, do not edit this information unless any preprinted information is missing. If your name is not preprinted on your answer document, you will now complete the demographic information sections.

It is very important that you complete all the information correctly. Listen carefully and follow the instructions exactly as I give them. You will need to complete each step of the instructions for the answer sheets I have given you as well. If at any time you are not ready to continue with the next step, please raise your hand.

Turn the answer document so that the lines labeled “Last Name,” “First Name,” and “M” are at the top of the page. Print your last name, first name, and middle initial in the boxes provided. Carefully fill in the corresponding circle for each letter of your name. Use the name that matches your school records.

PAUSE while students write.

Provide a specific example on the board. There may be a few students whose last names are too long for the space provided. In that case, only the first fourteen letters should be entered. Similarly, only twelve letters of the first name are to be entered. The last column is reserved for the middle initial. Students should **not** enter apostrophe marks or hyphens.

Check all students’ answer documents before you go on. **It is the responsibility of school personnel to verify that students correctly encode their names and all other demographic information if they do not have preprinted or pre-labeled answer documents.**

SAY:

Look at the section labeled “LEA Student Number.” If you are unsure of your LEA student number, I can provide it to you. Please enter your LEA student number into the boxes. Enter only one number per box. Make sure you enter the number correctly.

If the LEA student numbers used in your LEA have fewer than ten digits, use zeros to fill in the left-hand columns; for example, 0001234567. Students should enter their LEA student number, not their statewide student identifier (SSID), on their answer document. Please contact your Site Coordinator if you have questions regarding the difference between students’ LEA student numbers and their SSIDS.

SAY:

Now carefully darken the circles below the boxes that match the numbers you have written.

PAUSE.

Ensure students with fully preprinted answer documents are not changing the information grids on their answer documents.

SAY:

Find the section that is labeled “Gender.” Fill in the appropriate circle.

PAUSE.

Write your LEA/school code on the board for the students to see. Your LEA/school code is available from your Site Coordinator.

SAY:

Now, look at the section labeled “LEA/School Code.” In the empty boxes, write the LEA/school code you see on the board. Put one digit in each box. Then carefully fill in the circles that match those digits.

PAUSE.

SAY:

Now find the section labeled “Grade.” Fill in the circle that corresponds to your grade.

PAUSE.

SAY:

Locate the “Birth Date” space on your answer document. Record your date of birth in the boxes provided and fill in the corresponding circles.

PAUSE.

SAY:

Locate the “Race/Ethnicity” space on your answer document. Fill in the circle that corresponds to your race or ethnicity. Mark only one circle.

PAUSE.

SAY:

Do not mark in the “Special Codes” box, the “Test Date” box, the “Form” box, or the “Accommodations” box at this time.

PAUSE.

SAY:

This completes the demographic section of the answer document. If you have answer sheets, fill them out in the same manner now.

After you have collected the answer documents and answer sheets, follow the security procedures in effect for your building until the test materials are needed again. Remember that each individual in possession of test materials at any time will be held accountable for the security of his or her test inventory.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE WRITING SUBTEST— TUESDAY, OCTOBER 20, 2009

As the person responsible for administering the UBSCT, you do not need special training, but you must be able to carry out standard examination procedures. To ensure accurate and reliable results, you should become thoroughly familiar with these procedures before administering the Writing subtest.

Please make sure that preprinted student labels have been applied to answer documents.

Try to maintain a natural classroom atmosphere during test administration. Encourage the students to do their best. Check periodically to be sure that the students are recording responses until they have completed the subtest.

Be sure all student desks or tables are cleared of books or other materials not needed for the test. See that each student has a sharpened #2 pencil and an eraser.

Be certain that you have a test booklet and an answer document for demonstration purposes. Draw a rough representation of the “Test Date” box from the answer document on the board so you can demonstrate how to record the date and form information.

SAY:

Today you will be taking the Writing subtest of the Utah Basic Skills Competency Test. This subtest has two sections. Section 1 contains multiple-choice questions. Section 2 contains a writing prompt. This subtest is not timed. We have scheduled 90 minutes to complete the subtest; however, if you need additional time, let me know at the end of the testing session and more time will be made available for you.

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen on this test.

Ensure that all students have a sharpened #2 pencil.

SAY:

I am now going to distribute a test booklet and an answer document to each of you. Do not write on the test booklet or answer document at this time.

Distribute the test booklets and answer documents to the students. **Be sure each student has the answer document on which his or her name has been either preprinted or hand recorded.**

SAY:

*Look at the test booklet and the answer document I have given you. Be sure both items are for the Writing subtest. Locate the box on the front of your test booklet for your name and school name. Print your **FIRST** and **LAST** name and your school's name on the lines provided.*

Ensure that all students have completed this box.

SAY:

Now look at your answer document. Be sure your name is on the answer document. If you do not have your own answer document, please raise your hand.

Once all students have their own materials, read the following instructions.

SAY:

Locate the "Test Date" space on page 1 of your answer document. Record today's date in the boxes provided and fill in the corresponding circles.

PAUSE.

Note: All students, regardless of whether or not they have a preprinted answer document, should complete the "Test Date" portion of their answer document. Check all students' answer documents before you go on. **It is the responsibility of school personnel to verify that students either have a preprinted answer document or have correctly encoded their names and all other demographic information if a preprinted answer document was not provided.**

SAY:

Now arrange your answer document so that you are looking at the page where you will mark your multiple-choice answers.

PAUSE.

SAY:

If you need a new pencil during testing, raise your hand and I will bring one to you.

Do your best so that your work shows what you know about writing. When you have found the answer to a multiple-choice question, fill in the corresponding circle in your answer document. Mark only one answer for each question.

Open your test booklet to page 1 and read the General Directions to yourself as I read them aloud:

“The Writing subtest of the Utah Basic Skills Competency Test has two sections.

“Section 1

“Section 1 has multiple-choice questions. Work carefully. You will have sufficient time to answer all of the questions. When you reach the end of Section 1 you may check your answers for Section 1 before going on to Section 2.

“Read each question carefully. If you do not know the answer to a question, go on to other questions in the same section and return to the unanswered questions later. If you skip a question, make sure that you leave the corresponding circle blank in your answer document.

“Multiple-choice questions require you to choose the BEST answer from four answer choices. After you choose an answer, fill in the circle for your answer in the space provided in your answer document. Mark only one answer to each question. No credit will be given for multiple marks. If you wish to change an answer, erase the old mark completely before marking a new one.

“Section 2

“Section 2 is a writing prompt. You will be asked to respond to the prompt by writing an essay in the space provided on the answer document. To receive credit on the writing prompt:

- Your essay must be written on the given topic.*
- Your essay must be written in English.*
- Your essay must be contained within the answer document. You may not use additional paper to complete your essay.”*

Are there any questions about how or where to mark your answers on the answer document?

Answer any procedural questions the students ask.

SAY:

Once you have completed Section 1, you may go directly on to Section 2. Once you have gone on to Section 2, you may not go back to Section 1 questions.

When you reach the stop sign, you have reached the end of the subtest.

You may turn the page and begin.

While students are working, walk around the room to ensure that they are answering all of the questions.

You may **not** reword any test question.

If your students seem to be looking to others for answers, remind them that each must work alone.

Ensure that students do not return to Section 1 after they have begun responding to the writing prompt in Section 2.

When the students have finished the subtest, read the instructions below.

SAY:

This concludes the Writing subtest of the Utah Basic Skills Competency Test.

Collect the test booklets and answer documents. Verify that all booklets and other materials have been collected. **Check each test booklet to ensure that the student's and school's names have been recorded on the front cover. Next, check each answer document to ensure that all information, including the student's name, LEA student number, and test date is properly recorded.**

For all preprinted answer documents that were not used by a student during regular or makeup testing, the "Special Codes" box must be filled in. (Mark only one box). Choose the code that best explains why the answer document was not used by the student. The circle labeled "RT" denotes that a student refused to test. If a student did not use his or her preprinted answer document because the information was incorrect, mark the answer document "VOID", attach a note of explanation, and return the voided answer document(s) to your Site Coordinator with instructions to place the voided answer documents in your school's "VOID" envelope.

For all students who received accommodations, modifications, or other nonstandard participation allowances, mark the appropriate option in the "Special Codes" box and, if applicable, mark the specific accommodation(s) a student was given in the "Accommodations" box.

When you have finished checking all materials, return them to your Site Coordinator.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE MATHEMATICS SUBTEST—WEDNESDAY, OCTOBER 21, 2009

As the person responsible for administering the UBSCT, you do not need special training, but you must be able to carry out standard examination procedures. To ensure accurate and reliable results, you should become thoroughly familiar with these procedures before administering the Mathematics subtest.

Try to maintain a natural classroom atmosphere during test administration. Encourage students to do their best. Check periodically to ensure that the students are recording responses until they have completed the subtest.

Be sure all student desks or tables are cleared of books or other materials not needed for the test. See that each student has a sharpened #2 pencil and an eraser.

Be certain that you have a test booklet and an answer sheet for demonstration purposes. Draw a rough representation of the “Test Date” box from the answer sheet on the board so that you can demonstrate how to record date and form information.

SAY:

Today you will be taking the Mathematics subtest of the Utah Basic Skills Competency Test. This subtest is not timed. We have scheduled 90 minutes to complete the subtest; however, if you need additional time, let me know at the end of the testing session and more time will be made available for you.

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen on this test.

Ensure that all students have a sharpened #2 pencil.

SAY:

The Mathematics subtest is divided into two sections in a single test booklet. Section 1 is non-calculator; the multiple-choice questions in Section 1 must be answered without the use of a calculator. You may use your calculator for Section 2 only. If you do not have a calculator for Section 2, I will provide you with one. I am now going to distribute a test booklet and an answer sheet to each of you. Do not write on the test booklet or answer sheet at this time.

Distribute the test booklets and answer sheets to the students. **Be sure each student has the answer sheet on which his or her name has been either preprinted or hand recorded.**

SAY:

Look at the test booklet and the answer sheet I have given you. Be sure both items are for the Mathematics subtest. Locate the box on the front of your test booklet for your name and school name. Print you FIRST and LAST name and your school’s name on the lines provided.

Ensure that all students have completed this box.

SAY:

Now look at your answer sheet. Be sure your name is on the answer sheet. If you do not have your answer sheet, please raise your hand.

Once all students have their own materials, read the following instructions.

SAY:

Locate the “Test Date” space on page 1 of your answer sheet. Record today’s date in the boxes provided and fill in the corresponding circles.

PAUSE.

Note: All students, regardless of whether or not they have a preprinted answer sheet, should complete the “Test Date” portion of their answer document. Check all students’ answer sheets before you go on. **It is the responsibility of school personnel to verify that students either have a preprinted answer**

sheet or have correctly encoded their names and all other demographic information if a preprinted answer sheet was not provided.

SAY:

If you need a new pencil during testing, raise your hand and I will bring one to you.

Now open your test booklet to page 1 and read the General Directions to yourself as I read them aloud:

“The Mathematics subtest of the Utah Basic Skills Competency Test has two sections.

“Section 1: Non-Calculator

“You may not use a calculator on this section of the test. When you reach the end of Section 1 and have answered all of the questions, begin working in Section 2 using your calculator. YOU CANNOT RETURN TO SECTION 1 AFTER STARTING SECTION 2.

“Please remove the Mathematics Reference Sheet on one of the previous pages to help you answer questions in both sections of the test. Note that the Reference Sheet is available in English, Spanish, Vietnamese, Laotian, Tongan, and Bosnian. Please do all of your work in the test booklet.

“Work carefully. You will have sufficient time to answer all of the questions. Once you finish all of the questions in this section, you may check your work in this test section only. Do not look at the questions in Section 2 until you have reviewed and answered all of the questions in Section 1.

“Read each question carefully. If you do not know the answer to a question, go on to other questions in Section 1 and return to the unanswered question later. If you skip a question, make sure that you leave the corresponding answer blank on your answer sheet.

“Multiple-choice questions require you to choose the BEST answer from four answer choices. After you choose an answer, fill in the circle for your answer in the space provided on your answer sheet. Mark only one answer to each question. No credit will be given for multiple marks. If you wish to change an answer, erase the old mark completely before marking a new one.”

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask, and ensure that students have removed one of the Mathematics Reference Sheets from their test booklet for use throughout the test. Note that the reference sheets are available in six languages (English, Spanish, Vietnamese, Laotian, Tongan and Bosnian); students should use the reference sheet in the language with which they are most comfortable.

SAY:

When you reach the stop sign, you have reached the end of the subtest.

You may turn the page and begin.

While students are working, walk around the room to ensure that they are answering all of the questions.

You may **not** reword any test question.

If your students seem to be looking to others for answers, remind them that each must work alone.

Ensure that students do not return to Section 1 after they have begun work in Section 2. Be sure that students working on Section 1 do **not** have access to their calculators.

When the students have finished the test, read the instructions below.

SAY:

This concludes the Mathematics subtest of the Utah Basic Skills Competency Test.

Collect the test booklets and answer sheets. Verify that all booklets and other materials have been collected. **Check each test booklet to ensure that the student's and school's names have been recorded on the front cover. Next, check each answer sheet to ensure that all information, including the student's name, LEA student number, and test date is properly recorded.**

For all preprinted answer sheets that were not used by a student during regular and makeup testing, the "Special Codes" box must be filled in. Mark only one box. Choose the code that best explains why the answer sheet was not used by the student. The circle labeled "RT" denotes that a student refused to test. If a student did not use his or her preprinted answer sheet because the information was incorrect, mark the answer sheet "VOID," attach a note of explanation, and return the voided answer sheet(s) to your Site Coordinator with instructions to place the voided answer sheets in your school's "VOID" envelope.

For all students who received accommodations, modifications, or other nonstandard participation allowances, mark the appropriate option in the "Special Codes" box and, if applicable, mark the specific accommodation(s) a student was given in the "Accommodations" box.

When you have finished checking all materials, return them to your Site Coordinator.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE READING SUBTEST— THURSDAY, OCTOBER 22, 2009

As the person responsible for administering the UBSCT, you do not need special training, but you must be able to carry out standard examination procedures. To ensure accurate and reliable results, you should become thoroughly familiar with these procedures before administering the Reading subtest.

Try to maintain a natural classroom atmosphere during test administration. Encourage the students to do their best. Check periodically to be sure that the students are recording responses until they have completed the subtest.

Be sure all student desks or tables are cleared of books or other materials not needed for the test. See that each student has a sharpened #2 pencil and an eraser.

Be certain that you have a test booklet and an answer sheet for demonstration purposes. Draw a rough representation of the "Test Date" box from the answer sheet on the board so you can demonstrate how to record the date and form information.

SAY:

Today you will be taking the Reading subtest of the Utah Basic Skills Competency Test. This subtest is not timed. We have scheduled 90 minutes to complete the subtest; however, if you need additional time, let me know at the end of the testing session and more time will be made available for you.

Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen on this test.

Ensure that all students have a sharpened #2 pencil.

SAY:

I am now going to distribute a test booklet and an answer sheet to each of you. Do not write on the test booklet or answer sheet at this time.

Distribute the test booklets and answer sheets to the students. **Be sure each student has the answer sheet on which his or her name has been either preprinted or hand recorded.**

SAY:

*Look at the test booklet and the answer sheet I have given you. Be sure both items are for the Reading subtest. Locate the box on the front of your test booklet for your name and school name. Print your **FIRST** and **LAST** name and your school's name on the lines provided.*

Ensure that all students have completed this box.

SAY:

Now look at your answer sheet. Be sure your name is on the answer sheet. If you do not have your answer sheet, please raise your hand.

Once all students have their own materials, read the following instructions.

SAY:

Locate the "Test Date" space on page 1 of your answer sheet. Record today's date in the boxes provided and fill in the corresponding circles.

PAUSE.

Note: All students, regardless of whether or not they have a preprinted answer sheet, should complete the "Test Date" portion of their answer sheet. Check all students' answer sheets before you go on. **It is the responsibility of school personnel to verify that students either have a preprinted answer sheet or have correctly encoded their names and all other demographic information if a preprinted answer sheet was not provided.**

SAY:

If you need a new pencil during testing, raise your hand and I will bring one to you.

Open your test booklet to page 1 and read the General Directions to yourself as I read them aloud:

“This is the Reading subtest of the Utah Basic Skills Competency Test. Work carefully. You will have sufficient time to answer all of the questions. When you reach the stop sign, you have reached the end of the subtest.

“Read each question carefully. If you do not know the answer to a question, go on to other questions and return to the unanswered questions later. If you skip a question, make sure that you leave the corresponding circle blank on your answer sheet.

“Multiple-choice questions require you to choose the BEST answer from four answer choices. After you choose an answer, fill in the circle for your answer in the space provided on your answer sheet. Mark only one answer to each question. No credit will be given for multiple marks. If you wish to change an answer, erase the old mark completely before marking a new one.

“When answering the reading questions, it is important that you go back to the selection as often as necessary to help you answer the questions.”

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY:

When you reach the stop sign, you have reached the end of the subtest.

You may turn the page and begin.

While students are working, walk around the room to ensure that they are answering all of the questions.

You may **not** reword any test question.

If your students seem to be looking to others for answers, remind students that each must work alone.

When the students have finished the test, read the instructions below.

SAY:

This concludes the Reading subtest of the Utah Basic Skills Competency Test.

Collect the test booklets and answer sheets. Verify that all booklets and other materials have been collected. **Check each test booklet to ensure that the student’s and school’s names have been recorded on the front cover. Next, check each answer sheet to ensure that all information, including the student’s name, LEA student number, and test date is properly recorded.**

For all preprinted answer sheets that were not used by a student during regular or makeup testing, the “Special Codes” box must be filled in. Mark only one box. Choose the code that best explains why the answer sheet was not used by the student. The circle labeled “RT” denotes that a student refused to test. If a student did not use his or her preprinted answer sheet because the information was incorrect, mark the answer sheet “VOID,” attach a note of explanation, and return the voided answer sheet(s) to your Site Coordinator with instructions to place the voided answer sheets in your school’s “VOID” envelope.

For all students that received accommodations, modifications, or other nonstandard participation allowances, mark the appropriate option in the “Special Codes” box and, if applicable, mark the specific accommodation(s) a student was given in the “Accommodations” box.

When you have finished checking all materials, return them to your Site Coordinator.

**THANK YOU VERY MUCH FOR YOUR HELP IN ADMINISTERING
THE UTAH BASIC SKILLS COMPETENCY TEST.**

FREQUENTLY ASKED QUESTIONS

Below you will find some frequently asked questions in regards to test administration, retuning test documents and materials, and special handling documents.

- 1. Where can I find the test administration information?*
This information can be found at http://www.schools.utah.gov/assessment/info_ubsct.aspx.
- 2. I have unused pre-printed answer documents. How should I return them?*
Any unused pre-printed answer documents should have a code bubbled in under “Special Codes,” giving the reason the answer document was not used [i.e., absent, refused test (RT)].
- 3. I have students who used a blank answer document instead of their pre-printed answer document. What do I do with the answer documents?*
The answer document the student used should be returned with the other used answer documents in the “For the Return of Used Answer Documents” envelope for that subject area. The pre-printed answer document that was not used, should be marked VOID and returned in the “VOID” envelope.
- 4. I have two students with same first and last name, but different middle initial that used each other’s pre-printed answer documents. How should this be handled?*
Return both answer documents in the “Special Handling” envelope and put student information and reason for special handling on the “Special Handling Form.”
- 5. I have accommodated students who typed their response to the Writing Prompt, how should I return these?*
Place student answer documents in the “Special Handling” envelope and put student information and reason for special handling on the “Special Handling Form.”
- 6. A student used a pre-printed answer document that belongs to another student, how should this be returned?*
Place this student’s answer document in the “Special Handling” envelope and put student information and reason for special handling on the “Special Handling Form.”
- 7. A student was caught cheating off another student, how should I document this?*
Place this student’s answer documents in the “Special Handling” envelope and put student information and reason for special handling on the “Special Handling Form.”
- 8. The school code and/or LEA code is incorrect on a student’s pre-printed answer document, should I bubble in the corrected information?*
If any pre-printed information is incorrect, mark VOID on the answer document and place in “VOID” envelope. Give student a blank answer document and follow instructions for completed the front of the answer document.
- 9. A student started to take test, but did not finish, how should answer document be returned?*
Place this student’s answer document in the “For Return of Used Answer Documents Only” envelope.



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