



# **Administration Manual**

## **Introduction and General Guidelines**

**October 2009**

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## 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, <b>only for students without preprinted answer sheets or labeled answer documents</b>	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](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.



## 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](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.

