



# **Site Coordinator's Preparation Guide**

**October 2009**

*U-PASS*  

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Utah Performance Assessment System for Students

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# **UTAH BASIC SKILLS COMPETENCY TEST**

## **SITE COORDINATOR'S PREPARATION GUIDE**

### **A Guide for Coordinating the Utah Basic Skills Competency Test**

The Utah State Office of Education

Larry K. Shumway, Ed.D.  
State Superintendent of Public Instruction

Judy Park, Ed.D.  
Associate Superintendent  
Data Assessment and Accountability

John Jesse  
Director  
Assessment and Accountability

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## TABLE OF CONTENTS

Instructions for Site Coordinators.....	1
Overview of the Test.....	1
Test-Related Activities .....	2
Overview of the Test Schedule.....	2
Receipt of Materials.....	4
Pre-Printed Answer Documents.....	5
Security of Materials.....	5
Distributing Materials and Briefing Test Administrators .....	6
Test Modifications/Excusals.....	7
Collecting Materials After Testing .....	8
School Instructions for Packing Envelopes .....	9
Return of Materials to LEA Assessment Directors .....	10
Checklist for Site Coordinators.....	13
Table of LEA/School Codes .....	14
Appendix A: Writing Label Application Sample .....	19
Frequently Asked Questions.....	20



## INSTRUCTIONS FOR SITE COORDINATORS

As the Site Coordinator for your school, your assistance is vital to the success of the Utah Basic Skills Competency Test (UBSCT). Careful attention to your responsibilities will help to ensure that testing will proceed smoothly, materials will be accounted for properly, and responses will be analyzed quickly and accurately. The quality of assessment data depends, in large part, on uniformity of test administration procedures. For this reason, the instructions given in this guide, in the *UBSCT Administration Manual*, and from your Local Education Agency (LEA) Assessment Director must be followed closely.

The Site Coordinator serves as the liaison between the USOE, the contractor, the LEA Assessment Director, and local test administrators. **The primary responsibilities of the Site Coordinator are to:**

- Serve as the school's contact person for all issues related to the UBSCT.
- Coordinate UBSCT administration in the school.
- Certify that all students taking the test are qualified to be there.
- Supervise the inventory, distribution, collection, and return of all UBSCT test materials.
- Verify that pre-printed answer documents and pre-printed labels are used by the designated student or, for students not taking the test, that the correct special code is marked on each answer document.
- Maintain and oversee the security of all UBSCT test materials.

### 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 to 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. Several versions of 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 sheet 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 purpose of the manuals, the term "answer document" is used to refer to the three different answer materials.

## TEST-RELATED ACTIVITIES

As Site Coordinator, you are responsible for the following test-related activities:

- Developing a testing schedule for your school.
- Distributing materials to Test Administrators and meeting with them to answer any questions they have.
- **Ensuring that the preprinted labels are applied to the Writing Answer Documents prior to testing.** (See page 19 for an example.)
- Collecting materials each day immediately after the day's testing session.
- Ensuring that testing procedures are followed.
- Completing and returning the School Material Summary.
- Preparing the majority of test materials for return to the LEA by the end of the day on **Friday, October 23.**
- Preparing makeup test materials for return to the LEA on or before **Tuesday, October 27.**

## 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.

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	Prepare and distribute pre-printed 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 a pre-printed answer sheets or labeled answer documents</b>	Approximately 10 minutes per subtest before testing begins, for students who do not have a pre-printed 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.

Schedule the testing in your school 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.

It is important that interruptions be avoided during testing. Notify your school office that testing is taking place and that interruptions should be made only in the case of emergencies.

For any student who requires test modifications that cannot be accommodated in a regular testing room, you must schedule modified testing to occur at the same time as other UBSCT testing in the building. Accommodations that a student receives to take the UBSCT should be marked in the "Accommodations" box on the student's answer document, and the "Accommodations" option in the "Special Codes" box on the answer document should also be marked.

## RECEIPT OF MATERIALS

Test materials will be delivered to LEA Assessment Directors for dissemination to the Site Coordinators. The following test materials will be supplied by your LEA from Measured Progress, the contractor:

**On-Line** ([www.schools.utah.gov/assessment/info\\_ubsct.aspx](http://www.schools.utah.gov/assessment/info_ubsct.aspx)):

- *UBSCT Site Coordinator's Preparation Guide*
- *UBSCT Administration Manual* for the Site Coordinator's use
- *UBSCT Administration Manuals* for the Test Administrator's use

**Shipped:**

- School Material Summary and Packing Slips
- Additional Materials Request Form
- Site Coordinator Certification Form
- Test booklets for Writing, Mathematics, and Reading
- Instructions for preparing materials for return to LEAs, with labels for return boxes
- Special Handling Form
- "Administrative Forms" return envelope
- "For Return of Used Answer Documents Only" envelopes, labeled by subtest
- "For Return of Used Makeup Documents Only" envelopes, labeled by subtest, for **makeup testing**
- "For Return of Blank Unused Answer Documents" envelopes
- "Special Handling" envelope for return of damaged or other non-routine test materials
- "VOID" envelope for return of voided documents

The following materials will be supplied by your LEA from the USOE:

- Pre-printed answer sheets for Mathematics, and Reading
- Pre-printed labels to be applied to answer documents for Writing
- Blank answer documents for Writing, Mathematics, and Reading

**Please make an inventory of the test materials as soon as possible.** A prompt inventory will allow you to verify quantities of test materials in your shipment and order additional test materials from your LEA Assessment Director, if needed, as well as provide adequate time for distribution to your Test Administrators. The School Material Summary and Packing Slips list the materials you should have received. Count all materials immediately and notify your LEA Assessment Director through the Additional Materials Request Form if you need additional materials. Attach documentation of any discrepancies or additional materials requests to your School Material Summary as you will be required to account for all materials delivered to your school.

Extra test booklets and answer documents have been provided in your school's shipment of test materials. However, if you are missing any materials indicated on the School Material Summary or if you need additional materials, call your LEA Assessment Director **immediately**.

**Save the box (es) and the packing material in which test materials were shipped so that they can be used for returning test materials to your LEA when testing is finished.** Each box from Measured Progress carries a pre-printed bar code label identifying your school. Each white envelope labeled for the return of used, unused, voided, and special handling answer documents also has a pre-printed bar code label identifying your school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.

## PRE-PRINTED ANSWER DOCUMENTS

Answer documents and pre-printed labels with student information on them were supplied for all students identified to take the UBSCT. Allow sufficient time before testing begins for Test Administrators to distribute to students their specific answer documents. When distributing the answer documents, Test Administrators must be careful to ensure that students receive the answer documents with their specific information pre-printed on them. **NOTE: Writing Answer documents will need to have pre-printed labels applied before the start of testing.** (See page 19 for an example.)

**Instruct Test Administrators to ensure that 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 pre-printed information on an answer document is incorrect, the answer document should not be used, and the student should be instructed to complete a blank answer document as described in the *UBSCT Administration Manual*. If a student does not use his or her answer document because the pre-printed information is incorrect, the answer document should be marked "VOID" and returned in your school's "VOID" envelope along with other voided or damaged materials.

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

## SECURITY OF MATERIALS

**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 manuals/guides must be returned to your LEA Assessment Director at the completion of the test administration.**

**As Site Coordinator, you are responsible for ensuring the security of all test materials. You must notify Test Administrators that the subtests are SECURE and must NOT be released, copied, or duplicated in any way.**

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You also should be familiar with the instructions given in the *UBSCT Administration Manual*. If you have any questions regarding test procedures, call your LEA Assessment Director.

Requirements and procedures for the UBSCT are stated in UT Admin. Code 277-705-6. Part E of this rule states:

E. Testing eligibility:

1. Building principals shall certify that all students taking the test in any administration are qualified to be tested.
2. Students are qualified if they:
  - a. are enrolled in tenth, eleventh, or twelfth grade (or equivalent designation in adult education) in a Utah public school program; or
  - b. are enrolled in a Utah private/parochial school (with documentation) and are at least 15 years old or enrolled at the appropriate grade level; or
  - c. are homeschooled (with documentation) and are at least 15 years old.

## DISTRIBUTING MATERIALS AND BRIEFING TEST ADMINISTRATORS

**As Site Coordinator, you should become familiar with the responsibilities of Test Administrators described in the *UBSCT Administration Manual*.** Carefully review the manual before distributing materials to Test Administrators. Then provide each Test Administrator with the necessary quantities of student test materials (#2 pencils, test booklets, pre-printed answer documents and labels, blank answer documents, and other materials as needed) and hard copy of the appropriate sections of the *UBSCT Administration Manual* located on the web.

Request that Test Administrators read the entire manual located on the web as soon as possible. Schedule a meeting with them to review procedures for handling materials, discuss the test schedule, and answer questions about administering the test. Go over the parts of the administration manual that will need to be in hard copy form for classroom use. Remind them that Test Administrators should monitor student performance during testing to ensure that students are following directions and are taking the task seriously.

Each subtest is designed to take place in one approximately 90-minute session, although students should be given all the time they need to complete each subtest. For students without pre-printed answer documents or labels, additional time is required to complete the demographic information section of the blank answer documents. Your test schedule should allow sufficient time to complete this activity. Give Test Administrators your LEA/school code for use when students are filling out blank answer documents. Your LEA/school code can be found in the table at the end of this guide.

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 when explaining the directions.

Please remind Test Administrators that tests are secure and may not be copied or duplicated in any way and that all test security procedures must be followed at all times.

## TEST ACCOMMODATIONS/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 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 the following students:

- English Language Learners (ELL)
- Students with disabilities
- Students with Section 504 plans

Accommodations are determined by an ELL, 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 must be made by an ELL, 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 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.**

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

## COLLECTING MATERIALS AFTER TESTING

After testing has been completed each day, Test Administrators must return all used and unused test materials to their Site Coordinator. When materials are returned to you, check that:

- **All** test materials (test booklets, answer documents, and manuals), whether used or unused, have been returned by each Test Administrator.
- **Each student answer document has been completed accurately for each student.**
- There is a student answer document for every used test booklet.
- Every answer document that was used by a student to take the test is placed in the appropriate envelope for return.
- A sufficient quantity of unused answer documents are set aside for makeup testing.
- The student answer documents are in good condition.
- All **irregular test materials** have been placed in the "Special Handling" envelope, with the Special Handling Form completed explaining why the answer document(s) requires special handling.
- All voided answer documents have been placed in the "VOID" envelope.

**All makeup testing must be completed no later than October 27, 2009.** After makeup testing has been completed, check that:

- **All** test materials (test booklets, answer documents, and manuals), whether used or unused, have been returned by each Test Administrator.
- **Each student answer document has been completed accurately for each student.**
- There is a student answer document for every used test booklet.
- Every pre-printed and pre-labeled answer document was either used by the student to take the test **or** has a code marked in the "Special Codes" box for students who did not take the test.
- The student answer documents are in good condition.
- All **irregular test materials** have been placed in the "Special Handling" envelope, with the Special Handling Form completed explaining why the answer document(s) requires special handling.
- All voided answer documents have been placed in the "VOID" envelope.

All answer documents from regular testing (October 20-22) should be returned to your LEA by October 23, 2009. Any test materials not needed for makeup testing should also be returned at this time or by October 27. The remainder of the test materials received by your school must be returned to the LEA on or before Tuesday, October 27, 2009 (as soon as makeup testing has been completed). All materials listed on the School Material Summary must be returned. Use the School Material Summary to account for all test materials. The number of materials returned in the two shipments must equal the number of materials sent to your school.

## SCHOOL INSTRUCTIONS FOR PACKING ENVELOPES

**Place in the “For Return of Used Answer Documents Only” Envelopes**, labeled by subtest:

- Used answer documents (both pre-printed and not pre-printed)
- Pre-printed answer documents not used by the students—should have an option bubbled in under “Special Codes”
- Any answer document with an option bubbled in under “Special Codes”
- Exempt/Already Passed pre-printed answer documents—ensure that the “Already Passed” option is bubbled in

**Place in the “For Return of Used Makeup Answer Documents Only” Envelopes**, labeled by subtest:

- Used answer documents (both pre-printed and not pre-printed)
- Pre-printed answer documents not used by the students—should have an option bubbled in under “Special Codes”
- Any answer document with an option bubbled in under “Special Codes”
- Exempt/Already Passed pre-printed answer documents—ensure that the “Already Passed” option is bubbled in

**Place in the “For Return of Blank Unused Answer Documents” Envelopes**:

Any **unused** answer document that is **not** pre-printed

**Place in the “Special Handling” Envelope**:

- Nonroutine test materials
- Damaged answer sheets that need to be hand scored
- Typed Writing Answer Document responses for students who have such an accommodation (**Important**: Include the student’s name, LEA and school code, and LEA student number on all typed response pages.)
- Answer sheets for students whose LEA/school code is different from the other answer sheets (e.g., a student who took the test at one school but actually attends another school or program)  
**Important**: Reports will be sent to the school specified in your note of explanation, **excluding Youth in Custody Programs**.
- **Complete the Special Handling Form listing answer documents that require special handling and explaining why.** Place this on top of the answer documents included in the Special Handling envelope.

**Place in the “VOID” Envelope**:

- Voided answer documents (mark “VOID” and attach an explanation; all voided answer documents will not be scored)
- Duplicate answer documents that will not be scored (mark “VOID” and attach an explanation; all voided answer documents will not be scored)
- Incorrect demographic information on pre-printed label (mark “VOID” and attach an explanation; all voided answer documents will not be scored)

## RETURN OF MATERIALS TO LEA ASSESSMENT DIRECTORS

All materials must be returned to your LEA Assessment Director as soon as your school has completed testing. It is important that every school adhere to the established test schedule. Please return the majority of test materials to your LEA by the end of the day on **October 23**.

The remainder of your test materials should be prepared and returned to your LEA as soon as makeup testing is complete, but no later than Tuesday, October 27. It is your responsibility to contact your LEA Assessment Director to make arrangements for return of materials.

Verify that the materials recorded on the School Material Summary are accounted for. Sign the Site Coordinator Certification Form. Make a copy of these materials for your records, and place the originals in the envelope labeled "Administrative Forms."

**Materials must be returned in the same boxes in which the materials arrived.** Label all boxes going to the LEA from your school, "School Box 1 of \_\_," "School Box 2 of \_\_," etc.

On October 23, place all answer documents used by students during the regular UBSCT administration dates (October 20-22) in the appropriate subtest-specific envelope, and then insert these used answer document envelopes in a box for return to your LEA. Place an "Answer Document Box" label on the upper right-hand corner of this box. Place these materials in the box in the following order from top to bottom.

### October 23 Answer Document Box Shipment

<b>TOP OF BOX</b>
"For Return of Used Answer Documents Only" envelopes, labeled by subtest
<b>BOTTOM OF BOX</b>

On October 27, or as soon as makeup testing has been completed, place all answer documents used by students during the makeup UBSCT administration window (October 23-27) in the appropriate subtest-specific envelope for makeup testing, and then insert the envelopes in a box for return to your LEA. Also insert your school's administrative forms, any answer documents requiring special handling, and blank unused answer documents in their respective envelopes and include the "Administrative Forms," "Special Handling," "For Return of Blank Unused Answer Documents," and "VOID" envelopes in this answer document box. Place an "Answer document Box" label on the upper right-hand corner of this box. Place these materials in the box in the following order from top to bottom.

**October 27 (or Earlier) Answer document Box Shipment**

<b>TOP OF BOX</b>
“Administrative Forms” envelope
“Special Handling” envelope
“For Return of Used Makeup Answer Documents Only” envelopes, labeled by subtest for <b>makeup testing</b>
“For Return of Blank Unused Answer Documents” envelopes
“VOID” envelopes
<b>BOTTOM OF BOX</b>

Place an “Answer Document Box” label on the upper right-hand corner of this box. If the answer document envelopes for your school do not all fit in one box, use additional boxes and place “Answer Document Box” labels on the upper right-hand corner of each additional box that contains answer documents.

Place all remaining test materials, including used and unused test booklets and manuals/guides, in the boxes in which they were originally shipped (if space allows, pack separate subtests in separate boxes). When packing these remaining test materials for return, place them in the box in the following order from top to bottom.

**October 23 and October 27 (or Earlier) Test Booklet Shipment**

<b>TOP OF BOX</b>
Used student test booklets
Unused student test booklets
Manuals/guides
<b>BOTTOM OF BOX</b>

**Important: Do not use rubber bands, staples, or clips when returning materials.**

You may need to use packing material, such as crumpled paper, to be sure materials will not shift during shipping. Use heavy-duty packing tape to reseal the boxes. Cross out or tape over any old address labels. **Be sure the bar code label on each box is intact and not covered by any other labels or tape.** If the bar code label is missing, please write your school name and return address on each box. Depending on the number of boxes that you return, label the boxes “School Box 1 of 2,” or “School Box 2 of 2,” etc.

All special needs materials received from the USOE **must** be returned to the USOE. (Follow your LEA Test Administrator's directions.) This includes special needs booklets (large-print and Braille) and administration assistance materials (standard-print booklets) sent by the USOE to support special needs materials.

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

## CHECKLIST FOR SITE COORDINATORS

### Before testing:

- \_\_\_\_\_ Notify students and parents about testing.
- \_\_\_\_\_ Secure information from school records on students' participation in special programs, English language fluency, and disabling conditions that necessitate providing students with appropriate accommodations or excusals.
- \_\_\_\_\_ Apply pre-printed labels to Writing Answer Documents.
- \_\_\_\_\_ If a student does not have a pre-printed answer document, arrange for completion of the demographic portion of a blank answer document for that student.
- \_\_\_\_\_ Receive and inventory test materials as identified on the School Material Summary.
- \_\_\_\_\_ Keep original boxes for return shipment.
- \_\_\_\_\_ Read this guide and the *UBSCT Administration Manual* found on the web.
- \_\_\_\_\_ At least three days in advance of testing, distribute hard copies of appropriate sections of the *UBSCT Administration Manuals* to Test Administrators. Direct test administrators to the website for review of manual.
- \_\_\_\_\_ Meet with Test Administrators to plan the test schedule and to review procedures.
- \_\_\_\_\_ Provide Test Administrators with your school's LEA/school code.
- \_\_\_\_\_ Distribute subtest materials to Test Administrators on the scheduled testing day.
- \_\_\_\_\_ Supply Test Administrators with extra #2 pencils.
- \_\_\_\_\_ Ensure that calculators are available in each classroom for Section 2 of the Mathematics subtest. Students should use the calculators with which they are most familiar.
- \_\_\_\_\_ Call your LEA Assessment Director with questions about materials, the test schedule, or other concerns.

### During testing:

- \_\_\_\_\_ Be available to answer questions as necessary.
- \_\_\_\_\_ Be sure that all students have comfortable and adequate work spaces.
- \_\_\_\_\_ See that test procedures are followed.
- \_\_\_\_\_ Arrange for testing of students who require test modifications not appropriate in a regular classroom.
- \_\_\_\_\_ Maintain and oversee the security of all test materials.

### After testing:

- \_\_\_\_\_ Collect and inventory all test materials following each testing session.
- \_\_\_\_\_ Verify return of all test materials on the School Material Summary.
- \_\_\_\_\_ Sign the Site Coordinator Certification Form.
- \_\_\_\_\_ Place the School Material Summary and Site Coordinator Certification Form in the "Administrative Forms" envelope.
- \_\_\_\_\_ Place used and unused answer documents in the appropriate large white envelopes.
- \_\_\_\_\_ Place all answer documents that are nonroutine in the "Special Handling" envelope, with the completed Special Handling Form.
- \_\_\_\_\_ Place all answer documents that are damaged or voided in the "VOID" envelope.
- \_\_\_\_\_ Place all envelopes containing answer documents (used and unused) in the same box and attach an "Answer Document Box" label to the box.
- \_\_\_\_\_ Inventory and return the majority of materials to the LEA in the original shipping boxes by the end of the day on **October 23**.
- \_\_\_\_\_ Inventory and return the remainder of materials set aside for makeup testing to the LEA in the original shipping boxes on or before the end of the day on **October 27**.
- \_\_\_\_\_ Label all school boxes going to the LEA, "School Box 1 of \_\_\_\_," "School Box 2 of \_\_\_\_," etc.

## TABLE OF LEA/SCHOOL CODES

LEA	School	LEA/School Code
Alpine	Alpine Summit	01735
	Alpine Transition & Employment Center	01650
	American Fork High School	01704
	Dan W. Peterson School	01840
	East Short High School	01720
	Home School	01990
	Lehi High School	01708
	Lone Peak High School	01709
	Mountain View High School	01711
	Orem High School	01712
	Pleasant Grove High School	01716
	Post-Graduate Participant Alpine	01888
	Private	01995
	Serv by Appt	01850
	Summit High School (YIC)	01730
	Timpanogos High School	01718
	Westlake High School	01789
Beaver	Beaver High School	02704
	Home School	02990
	Milford High School	02708
	Post-Graduate Participant Beaver	02888
	Private	02995
Box Elder	Bear River High School	03704
	Box Elder High School	03708
	Dale Young Community High School	03778
	Grouse Creek School	03710
	Home School	03990
	Lincoln Center	03630
	North Community High School	03998
	Out of State	03730
	Park Valley School	03712
	Post-Graduate Participant Box Elder	03888
	Private	03995
	Triumph Youth Center	03570
	Youth Track	03550
Cache	Cache High School	04710
	Home School	04990
	Mountain Crest High School	04702
	Post-Graduate Participant Cache	04888
	Private	04995
	Sky View High School	04706
	Special Services	04610
	Valley View YIC	04790
	Young Mothers Program	04760
	Youth in Custody	04780
	Youth Track YIC	04550

LEA	School	LEA/School Code
Carbon	Carbon High School	05704
	Castle Country Youth Center	05550
	Castle Valley Center	05801
	Home School	05990
	Lighthouse Learning Center Alt.	05760
	Post-Graduate Participant Carbon	05888
	Private	05995
Daggett	Home School	06990
	Manila High School	06704
	Out Of State	06708
	Post-Graduate Participant Daggett	06888
	Private	06995
Davis	Bountiful High 3-6	07725
	Bountiful High School	07704
	Canyon Heights	07735
	Clearfield High 3-6	07720
	Clearfield High School	07706
	Clearfield Job Corps Center	07770
	Davis High School	07708
	Farmington Bay Youth Center (JR)	07565
	Home Instruction	07631
	Home School	07990
	Layton High School	07710
	Lifeline	07745
	Mountain High	07730
	MTN High Shoupp	07732
	Northridge High School	07711
	Paramount Reflections YIC	07573
	Post-Graduate Participant Davis	07888
	Private	07995
	STAR Transition	07660
	STEPS	07650
	Stride	07670
	Syracuse High	07716
	Trident School	07811
	Viewmont High School	07712
	Weber Basin Job Corps	07760
	Woods Cross High School	07714
	Youth Health Associates	07593
Duchesne	Altamont High School	08704
	Con Amore Training Center	08802
	Duchesne High School	08708
	Home School	08990
	Post-Graduate Participant Duchesne	08888
	Private	08995
	Private/Homeschool Participant Duchesne	08999

LEA	School	LEA/School Code
Emery	Emery High School	09706
	Green River High School	09704
	Home School	09990
	Post-Graduate Participant Emery	09888
	Private	09995
Garfield	Bryce Valley High School	10704
	Escalante High School	10708
	Home School	10990
	Panguitch High School	10712
	Post-Graduate Participant Garfield	10888
	Private	10995
Grand	Arches Education Center	11760
	Grand County High School	11704
	Home School	11990
	Post-Graduate Participant Grand	11888
	Private	11995
Granite	Artec West	12557
	Central High	12740
	Cottonwood High School	12702
	Cyprus High School	12704
	Decker Lake Youth Center	12580
	Granger High School	12708
	Granite High School	12712
	Granite Adult Transition	12687
	Granite Peaks Adult High School	12760
	Granite Technical Institute	12775
	Hartvigsen School	12810
	Home Hospital	12041
	Hunter High School	12710
	ID Groups Self-Cont	12801
	Jones Center V & A	12640
	Juvenile Receiving Center	12854
	Kearns High School	12714
	Misc Self-Cont.	12800
	Olympus High School	12716
	Post-Graduate Participant Granite	12888
	Private	12995
	SAFE Program	12781
		Salt Lake County Division of Youth Services (YIC)
	Salt Lake Observation & Assessment (YIC)	12595
	Salt Lake Valley Detention	12585
	Skyline High School	12718
	Taylorsville High School	12722
	Wasatch Youth Center	12583
	Young Parent Program	12616
ARTEC	Youth Education Support Services (YESS)	12770
Iron	Canyon View High School	13712
	Cedar City High School	13704
	Home School	13990
	Integrity House- YIC	13540

LEA	School	LEA/School Code
Iron	Parowan High School	13708
	Post-Graduate Participant Iron	13888
	Private	13995
	Southwest Educational Academy/Adult High	13750
	Southwest Utah Youth Center	13570
	Jordan	Alta High School
Jordan	ARTEC South	14521
	Bingham High School	14704
	Brighton High School	14705
	Copper Hills High School	14703
	Copper Hills Youth Center	14522
	Genesis	14091
	Genesis YIC	14500
	Hillcrest High School	14706
	Home School	14990
	Jordan App Tech Ctr- Sandy	14740
	Jordan App Tech Ctr- West Jordan	14741
	Jordan High School	14708
	Jordan Resource Center	14820
	Jordan Valley High	14810
	Post-Graduate Participant Jordan	14888
	Private	14995
	Riverton High School	14710
	South Park Academy	14712
	South Valley School	14802
	Valley High School	14716
West Jordan High School	14718	
Youth Health Associates, Draper	14021	
Juab	Home School	15990
Juab High School	15704	
Post-Graduate Participant Juab	15888	
Private	15995	
Kane	Big Water High School	16712
	Home School	16990
	Kanab High School	16704
	Lake Powell High School	16714
	Post-Graduate Participant Kane	16888
	Private	16995
	Valley High School	16708
	Logan	Cache Valley Youth Center-YIC
Home School	39990	
Logan High School	39704	
Logan North Campus	39708	
Logan South Campus	39710	
Post-Graduate Participant Logan	39888	
Private	39995	
Millard	Delta High School	17704
	Delta Technical Center	17715
	Eskdale High School	17712
	Home School	17990

LEA	School	LEA/School Code
Millard	Millard High School	17708
	Post-Graduate Participant Millard	17888
	Private	17995
Morgan	Home School	18990
	Morgan High School	18704
	Post-Graduate Participant Morgan	18888
Murray	Private	18995
	Home School	40990
	Murray High School	40704
	Post-Graduate Participant Murray	40888
Nebo	Private	40995
	Ascent, Inc- Mona Ctry Residential	19735
	Birdseye Group Home	19740
	Cornerstone Evening-YIC	19730
	Home School	19990
	Landmark High School	19720
	Legacy High School	19750
	Nebo Technology Center	19755
	Oakridge School	19640
	Payson High School	19704
	Post-Graduate Participant Nebo	19888
	Private	19995
	Salem Hills High	19706
	Spanish Fork High School	19708
	Springville High School	19712
Springville Observation and Assessment	Springville Observation and Assessment	19585
	The Journey-YIC	19745
	ASECNT- Pine Creek Ranch-YIC	20500
North Sanpete	Home School	20990
	Lighthouse Academy-YIC	20522
	North Sanpete High School	20704
	Post-Graduate Participant North Sanpete	20888
North Summit	Private	20995
	Home School	21990
	North Summit High School	21704
	Post-Graduate Participant North Summit	21888
Ogden	Private	21995
	Archway Youth Service Center-YIC	37805
	Ben Lomond High School	37704
	Home School	37990
	Millcreek Youth Center	37740
	Ogden High School	37708
	Ogden Observation and Assessment Ctr	37760
	Post-Graduate Participant Ogden	37888

LEA	School	LEA/School Code
Ogden	Private	37995
	Special Ed ATC	37620
	Surpass High School-YIC	37735
	Washington High	37730
Park City	Home School	22990
	Park City High School	22704
	Park City Learning Center	22750
	Post-Graduate Participant Park City	22888
	Private	22995
	Piute	Home School
Piute High School		23708
Post-Graduate Participant Piute		23888
Provo	Private	23995
	Center for High School Studies	38740
	Central Utah Enterprises	38610
	Heritage Residential Treatment Center	38530
	Home School	38990
	Independence High School	38730
	Oakridge School	38640
	Oaksprings	38560
	Post-Graduate Participant Provo	38888
	Private	38995
	Provo High School	38704
	Slate Canyon Detention Center	38555
Timpview High School	38712	
Rich	Home School	24990
	Post-Graduate Participant Rich	24888
	Private	24995
	Rich High School	24708
	Storm Ridge Ranch-YIC	24710
SLC	Columbus Community Center CBTU	36821
	East High School	36704
	Highland High School	36708
	Home School	36990
	Horizonte Instruction and Training Center	36750
	Hospital Secondary	36613
	Odyssey House-YIC	36725
Salt Lake City	Post-Graduate Participant Salt Lake City	36888
	Private	36995
	Salt Lake Technology Center	36749
	School for the Performing Arts	36700
	West High School	36716
San Juan	Canyonlands Youth Home-YIC	25775
	Home School	25990

LEA	School	LEA/School Code
San Juan	Monticello High School	25704
	Monument Valley High School	25706
	Navajo Mountain High School	25712
	Post-Graduate Participant San Juan	25888
	Private	25995
	San Juan High School	25708
	Whitehorse High School	25710
Sevier	Cedar Ridge High	26716
	Central UT Youth Home-YIC	26730
	Home School	26990
	North Sevier High School	26704
	Post-Graduate Participant Sevier	26888
	Private	26995
	Richfield High School	26708
	South Sevier High School	26712
South Sanpete	Gunnison Valley High School	27704
	Home School	27990
	Manti High School	27708
	Post-Graduate Participant South Sanpete	27888
	Private	27995
	Sanpete Academy	27702
	Utah Preparatory Academy-YIC	27701
	Young Women Empowerment Center	27703
South Summit	Home School	28990
	Post-Graduate Participant South Summit	28888
	Private	28995
	South Summit High School	28704
Tintic	Home School	29990
	Post-Graduate Participant Tintic	29888
	Private	29995
	Tintic High School	29704
	West Desert High School	29708
Tooele	Dugway High School	30704
	Grantsville High School	30708
	Home School	30990
	Post-Graduate Participant Tooele	30888
	Private	30995
	Stansburry High	30720
	Tooele High School	30712
	Tooele High School (Home School)	30745
	Tooele High School South Campus	30740
	Wendover High School	30714
Uintah	Ashley Valley Educ Ctr	31750
	Home School	31990
	Post-Graduate Participant Uintah	31888
	Private	31995
	Split Mountain Youth Center	31775
	Uintah High School	31704
Wasatch	Home School	32990
	Post-Graduate Participant Wasatch	32888
	Private	32995

LEA	School	LEA/School Code
Wasatch	Wasatch Alternative School	32708
	Wasatch High School	32704
Washington	Desert High	33703
	Dixie Area Detention Center	33760
	Dixie High School	33704
	Enterprise High School	33712
	Focus Center	33740
	Home School	33990
	Hurricane High School	33716
	Millcreek High School	33718
	Out of State	33701
	Pine View High School	33720
	Post High School	33240
	Post-Graduate Participant Washington	33888
	Private	33995
	Snow Canyon High School	33725
Wayne	Home School	34990
	Post-Graduate Participant Wayne	34888
	Private	34995
	Wayne High School	34704
Weber	Bonneville High School	35701
	Canyon View School	35810
	Day Treatment	35620
	Fremont High School	35706
	Home School	35990
	Post-Graduate Participant Weber	35888
	Private	35995
	Roy High School	35708
	Two Rivers	35730
	Weber High School	35704
	Weber Valley Detention Center	35550
USDB	Central Region Blind	41211
	Central Region Deaf	41221
	Home School	41990
	North Region Blind	41111
	North Region Deaf	41121
	Post-Graduate Participant USDB	41888
	Private	41995
	South Region Deaf	41321
	Utah Schools for the Blind	41871
	Utah Schools for the Deaf	41870
Charter Schools	Academy of Math Engineering and Science	83700
	American Leadership Academy	8B100
	Beehive Academy	3B700
	CBA Center	84700
	City Academy	87700
	DaVinci Academy	A3700
	East Hollywood High School	A8700
	Fast Forward Charter School	98700
	InTech Collegiate HS	2C600
Intineris Early College High	A5700	

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LEA	School	LEA/School Code
Charter Schools	Karl G. Maeser Preparatory Academy	2E700
	Liberty Academy	6C700
	Merit College Preparatory Academy	8E700
	NUAMES	A1700
	Paradigm High School	9C700
	Pinnacle Canyon Academy	86100
	Rockwell Charter HS	2F700
	Salt Lake School for the Performing Arts	7D700
	Soldier Hollow Charter	89100
	Success Academy	A9700
	Success School	88700
	Thomas Edison North Campus	94100
	Timpanogos Academy	95110
	Tuacahn High School for Performing Arts	90700
	Uintah River High School	92700
	USOE- Electronic HS	99700





## 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.



Larry K. Shumway, Ed.D.  
State Superintendent of Public Instruction

Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200