

Utah State Board of Education Assessment and Accountability

Assessment Observation 5-Year Plan



Purpose

The purpose of this document is to provide clarity and transparency to the annual assessment observations completed by the Assessment and Accountability section at the Utah State Board of Education (USBE).

Why is USBE observing assessment administration in LEAs?

There are two primary reasons why USBE will be onsite, observing state assessment administrations.

1. USBE is required by the United States Department of Education to show multiple pieces of evidence that test monitoring is occurring with the state assessments. This evidence is reported and submitted to the U.S. Department of Education through a federal peer review process.
2. The USBE Assessment and Accountability section wants to proactively look for ways to better support LEAs and schools in successfully administering tests and maintaining a standardized testing experience. USBE staff will be gathering information through onsite observation of the standardized test administration, receiving LEA feedback related to the assessments, including potential enhancements, and providing onsite assistance to inexperienced test administrators.

What is the process that USBE will use for assessment observation?

Throughout the assessment observation process USBE staff will work collaboratively with LEA assessment directors. The USBE assessment observation process includes the following elements:

1. State Assessments that may be observed

- Acadience Reading
- ACT
- DLM
- RISE
- Utah Aspire Plus
- WIDA ACCESS for ELLs 2.0

2. Select Sites

To help USBE staff be more systematic and efficient about the assessment observations, they will use the following criteria in selecting schools:

- 75% randomly selected from the regional area during the given year (see *Regional Areas*)
- 25% may be selected based on criteria listed below (*Criteria for potential observation selection*) and could include LEAs and schools outside the regional area

For schools that are selected, the LEA Assessment Director will be notified by USBE, 4 weeks prior to the visit.

Regional Areas

Year	Region
2020	Northeastern Utah Educational Services (NUES)
2021	Central Utah Educational Services (CUES)
2022	Southeast Educational Service Center (SESC)
2023	Southwest Educational Development Center (SEDC)
2024	Wasatch Front

Criteria for potential observation selection (not limited to these)

- Unique student accommodations are selected
- Communications with LEAs that show potential misunderstandings of test administration procedures or testing ethics
- Test administration irregularities from the prior year
- Evidence of not meeting requirements (i.e. non-compliance in testing all ELs annually)
- Low-performing schools (i.e. schools that have particularly low percentages of students meeting their growth targets or students exiting)
- Irregularities (i.e. over-identifying ELs as compared to their general population; a disproportionate amount of ELs in Special Education; a disproportionate number of long-term ELs; a large number of students taking alternate assessments)

3. Select Dates

The dates for the assessment observations will be within the respective Summative testing windows and will be collaboratively selected by USBE and LEA assessment directors. For the specific dates of the testing windows please refer to the current *Utah State Board of Education Assessment Testing Schedule* on the [Assessment Directors' webpage](#).
*Note: RISE observations will take place during the **Spring** Summative testing window.*

4. Expectations

USBE will work with the LEA assessment director in the selection of the school(s) and the scheduling of the observation date(s) and time(s). Once a school is selected USBE will send out three versions of the *Assessment Observation Survey* to be completed by **at least one** school administrator, test administrator/proctor, and student. Ideally, but not a requirement, the surveys would be completed prior to the observation. This survey information will be used to inform our enhancements and improvements to the assessment system, to review areas of misinformation or misunderstanding, to provide evidence of training, and to evaluate compliance with the *Standard Test Administration and Testing Ethics Policy*.

On the observation day, the LEA and school can expect that at least two staff members from USBE (and potentially the testing vendor) will be onsite for 1-2 hours. Those from USBE observe a complete testing session and then spend some time talking with a school administrator and/or test coordinator (and anyone else would like to join in) to get feedback from stakeholders and to respond to questions regarding assessment observation or other assessment-related topics.

4a. Contact Information:

General assessment observation

Jared Wright email: jared.wright@schools.utah.gov phone: 801-538-7871

Acadience Reading

Liz Williams email: liz.williams@schools.utah.gov phone: 801-538-7542

ACT

Rebecca Peterson email: rebecca.peterson@schools.utah.gov phone: 801-538-7694

DLM

Tracy Gooley email: tracy.gooley@schools.utah.gov phone: 801-538-7887

RISE

Kim Rathke email: kim.rathke@schools.utah.gov phone: 801-538-7876

Utah Aspire Plus

Rebecca Peterson email: rebecca.peterson@schools.utah.gov phone: 801-538-7694

WIDA ACCESS for ELLs 2.0

Ann-Michelle Neal email: ann-michelle.neal@schools.utah.gov phone: 801-538-7651

Megan Lopez email: megan.lopez@schools.utah.gov phone: 801-538-7723

4b. Templates:

Here are links to the templates that will be used for the observations and surveys.

Acadience Reading

Observation form

Surveys (Administrator, Test Administrator, Student)

ACT

Observation form

Surveys (Administrator, Test Administrator, Student)

DLM

Observation form

Surveys (Administrator, Test Administrator, Student)

RISE

Observation form

Surveys (Administrator, Test Administrator, Student)

Utah Aspire Plus

Observation form

Surveys (Administrator, Test Administrator, Student)

WIDA ACCESS for ELLs 2.0

Observation form

Surveys (Administrator, Test Administrator, Student)

5. Follow-up:

If requested, the USBE will provide the assessment observation data (copies of the observation forms and surveys) to the LEA assessment director where the school is located. USBE will also present the aggregated and de-identified information at a monthly Assessment Director meeting following the school year.

For assessment observation information requests please contact Emily Sweeten.

Emily's contact info is:

- Email: emily.sweeten@schools.utah.gov
- Phone: 801-538-7730