



Assessments Policy

(Home School/Private School student Assessments)

Policy Number: 3305

I. Purpose

The Summit Academy Board of Trustees has established general guidelines for school Assessment and in the event a home/private school student requests to participate in statewide assessments at the school.

II. Definitions

Home school: educate (one's child) at home instead of sending them to a school.

III. Policy

A home school student may participate in statewide assessments at the school if each of the following conditions are met:

1. The student is a Utah resident as defined in **Utah Code A53A-2-201** and proof of residency has been provided to the school;
2. The student has satisfied the home schooling requirements of **Utah Code 53A11-102** and a copy of the certificate from a local school board excusing the student from attendance at school during the applicable school year has been provided to the School; and
3. The request for the student to participate in statewide assessments at the school is provided to the school at least thirty (30) days prior to the opening of the applicable state assessment window.

At the discretion of the Director, the parent or guardian of the student, or a responsible adult designated by the student's parent or guardian, will remain at the school in a designated area while school personnel administer and proctor the test. The parent or guardian of the student agree that they will not participate in the monitoring or proctoring of the student's statewide assessments at the school.

The school will respond to a home school student's request to participate in statewide assessments at the school in a timely manner. If the request is approved, the school will notify the student's parent or guardian of the date(s) and time(s) of the applicable statewide assessments testing at the school in which the student may participate, and any other information deemed relevant by the school.

The school may not require a home school student to pay a fee for participating in statewide assessments at the school that is not charged to traditional students.

A home school student or the student's parent or guardian may request from the LEA an annual schedule of statewide assessments dates at the school, the location of the school campus(es) at which home school students may be tested, and a copy of the school's written policies for home school student participation in statewide assessments at the school. The school will provide such requested information in a timely fashion.



IV. During Testing

Summit Academy Schools will comply with **Utah Administrative Code R277-404** and the Standard Test Administration and Testing Ethics Policy described therein when administering statewide assessments to its students and home school students who participate in statewide assessments at the school in accordance with this policy and applicable law.

Summit Academy Schools ensure that during testing:

1. Parents are provided with information and procedures regarding student participation in state testing
 - a) Summit Academy Schools shall honor parents' requests to excuse a student from taking an assessment in accordance with the requirements of **Utah Code 53G-6-803** and **Utah State Board R277-404**
2. All statewide assessments are proctored under the supervision of a licensed educator.
3. An appropriate environment is set for testing to limit distractions
4. Students are not discouraged from participating in testing. All students who are eligible to test are tested or recorded as to why they did not participate. Students who have been exempt from statewide assessment will not be penalized in accordance to **Utah State Board R277-404-7-3b**
5. Students are provided an alternative learning activity if they are exempted by a parent from a statewide assessment **Utah State Board R277-404-7-9**. Students who have been exempted by a parent from a statewide assessment may be allowed to be physically present in the room during test administration **Board Rule R277-404-7** though testing policy, procedures, and security should still be followed.
6. A proctor is present, and active proctoring takes place throughout the test session.
7. Accommodations are provided to eligible students, as identified by the EL, IEP, and/or 504 teams, and are consistent with those provided during instruction.
8. Any electronic devices (e.g., smart watches, cell phones) shall be inaccessible by students.

V. After Testing

Educators will gather all products (scratch paper, notes, etc.) of students testing and handled according to testing guidelines.

Summit Academy Schools will provide students and parents with information on how to appropriately interpret scores and reports, within three weeks of receipt of test scores. Educators will be provided testing information to improve their instruction.

VI. References

Utah Code 53A-2-201
Utah Code 53A11-102
Utah Administrative Code R277-604-4
Utah State Board R277-404-7-3b
Board Rule R277-404-7
Utah State Board R277-404-7-9



VII. Attachments

None Applicable

VIII. Revision History and Approval Date

Version 1: January 19, 2023: Original Date of Approval