



COMPREHENSIVE ASSESSMENT SYSTEM PLAN

Bonneville Academy is committed to ensuring the ethical and secure administration of all academic assessments. This Comprehensive Assessment System Plan outlines policies, procedures, and responsibilities for the planning, implementation, and oversight of student assessments in accordance with Utah Code §§53E-4-303 and 53E-4-304 and USBE Rules R277-404 and R277-406.

Roles and Responsibilities

The Director is responsible for ensuring school-wide compliance with state testing rules and ethics. The Assessment and Evaluation Coordinator (AEC) oversees test administration, coordinates training, maintains records, and ensures test security. All staff involved in testing must complete annual ethics training.

Test Security and Administration

All assessments must be administered according to the Standard Test Administration Manual (TAM) provided by USBE. Tests must be stored securely, both digitally and physically, and access is limited to authorized personnel. Any testing irregularities must be reported immediately to the Director or AEC.

Ethical Testing Practices

It is a violation of test ethics to:

- Provide answers to students
- Change or alter student responses
- Review, copy, or reproduce test items
- Use secure materials for instruction
- Encourage students to opt out of tests for score manipulation

Violations will result in disciplinary action and may include referral to USBE.

Accommodations for Students with Disabilities and English Learners

Students with IEPs, 504 plans, or EL status will receive accommodations as specified in their plans and per USBE guidance. These supports must be implemented with fidelity.





Parent Rights and Opt-Out

Parents/guardians may exempt their student from participating in state assessments in accordance with Utah Code. A signed opt-out form must be submitted each year. Students will not be penalized academically or behaviorally for opting out. The form is available through the school office or on the USBE website.

Data Privacy and Confidentiality

All assessment data shall be used in compliance with FERPA, GRAMA (Utah Code §63G-2-305), and USBE Rule R277-487. Student-level data will not be shared without proper authorization.

Post-Testing Procedures

Make-up testing will be arranged for absent students. Secure materials and answer documents will be returned to the testing vendor or destroyed, as required by USBE. Assessment results will be reviewed by staff to inform instructional planning and student support.

Legal References

- Utah Code §53E-4-303 and §53E-4-304: Statewide Assessments
- USBE Rule R277-404: Assessment Administration
- USBE Rule R277-406: Testing Ethics and Procedures
- Utah Code §63G-2-305: GRAMA – Protected Records
- USBE Rule R277-487: Data Privacy and Governance

Approved by the Board of Directors on: _____

Signature: _____

Chair, Bonneville Academy Board of Directors

