

T H E
**RANCHES**
A C A D E M Y
P O L I C Y

Testing Rules

Rule: R277-473-9

Law: Section 53A-1-601 thru 611

Policy:

The Ranches Academy will adhere to and follow all state and federal laws pertaining to testing ethics, administration, and testing protocol.

Procedure:

1. The school director and assessment director will attend regular trainings presented by the Utah State Office of Education.
2. The school director and assessment director will review and train all staff that administer and participate in local and national testing.
3. Testing protocol and directions will be made available to those administering and participating in local and national testing.
4. Any Ranches Academy employees may not carry on any specific instruction or preparation of students, which would be a breach of testing ethics, such as the teaching of specific test questions.
5. Any Ranches Academy employees who administer the test shall follow the standardization procedures in the publisher's test administration manual and any additional specific instructions developed by the State Board of Education.

Approved: May 4, 2009