



Administrator Instructions for US Civics Test Graduation Requirement

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Introduction

The Civics Test graduation requirement took effect on Jan 1, 2016 as a result of the American Civics Education Initiative, a law passed by the Utah State Legislature. The law required students to pass a basic citizenship test or appropriate alternative in order to earn a high school diploma. The test is 50 multiple-choice questions drawn from the civics portion of the US Naturalization Test. The online version through [UTIPS](#) replaces the former paper-and-pencil version. A score of 70% or better is required to pass. Students receive immediate feedback on answers and can retake the test immediately, with unlimited attempts.

Schools are free to use incentives and rewards to encourage students to pass. Teachers may also make this assessment part of the students' grades in order to monitor participation.

Tested Courses

As the citizenship test questions match their core standards most closely, US History 8 and US Government and Citizenship courses will bear the primary responsibility of ensuring students pass the US Civics Test graduation requirement. This responsibility will mainly include informing students of the requirement and giving them opportunities to pass the online test.

For students who do not pass after three attempts, or for students who enter the school after the testing window for the class is over, the school will bear the primary responsibility for test administration and follow-up.

To aid US History teachers and US Government and Citizenship teachers in their responsibility, the Evaluation, Research, and Accountability department will provide technical support, test administration guidelines, outcomes tracking, and any relevant reporting.

Teachers should anticipate that students and families may not be aware of this graduation requirement. Teachers are encouraged to include relevant information in their disclosure statements to students and parents. The tone and spirit of the information shared should be helpful, positive, and encouraging.

Online Test Administration

A 50-question US Civics test has been made available in UTIPS: <https://jordan.utips.org>. Teachers can administer this test to a class by scheduling a computer lab and providing students with the URL.

The test is graded automatically and includes feedback for students about their wrong answers. Students may re-take the test an unlimited number of times. The score for each attempt is recorded and available to both the teacher and district administrators.

Instructions for students can be found here:

<http://assessments.ws.jordandistrict.org/files/Student-Instructions-US-Civics-Test.pdf>

Accommodations/ Alternate Test

The alternate assessment is an oral exam where 10 questions are selected and the test-taker must answer 6 correctly:

<http://assessments.jordandistrict.org/files/Jordan-School-District-Alternate-Civics-Test-Practice-Answer-Key.pdf>

An online version of the alternate test is available in UTIPS. Please contact Brooke Anderson (801-567-8393 | brooke.anderson@jordandistrict.org) to set this up for your students. Teachers can also administer the questions orally. If students take the oral exam, the test administrator will need to input the passing information into Educational Milestones in Skyward.

Alternate Testing for Graduating Seniors

Board Rule allows the use of the alternate for any student within six months of intended graduation who has not yet passed the basic civics test. Due to that, on Jan 1, 2018, all seniors will have the option of taking the alternate 10-question test instead of the regular assessment.

Test Materials

The US Civics Test is not considered a secure test and so does not require secure testing administration protocols. The test materials and answers are freely available. Teachers and students can both access test questions and answers: <http://assessments.jordandistrict.org/assessments/citizenship-test/>

Student and Teacher Account Management

Students are sent to the UTIPS system automatically via UTREx, the state data exchange. The student accounts and rosters populate in a similar process to SAGE and UT Compose. This process ensures new students are added automatically and course changes are made automatically. Teacher and administrator accounts are set up at the district level. Teachers will be sent instructions on logging in and managing their

accounts, as well as managing student passwords. Anyone experiencing difficulty logging in may reset their password themselves or contact the Evaluation, Research, and Accountability office to do it-- Brooke Anderson (801-567-8393 | brooke.anderson@jordandistrict.org)

Skyward

The test results will be downloaded from UTIPS and sent to Info Systems for upload to Educational Milestones on a regular basis. Although the "Passed Civics Test" flag will not appear immediately in Skyward after a student passes the test in UTIPS, it will be added in a timely manner. If you can see the student passed in UTIPS, then you know they have met the graduation requirement. Although the test results will be imported to Skyward, manual entry is also possible where needed.

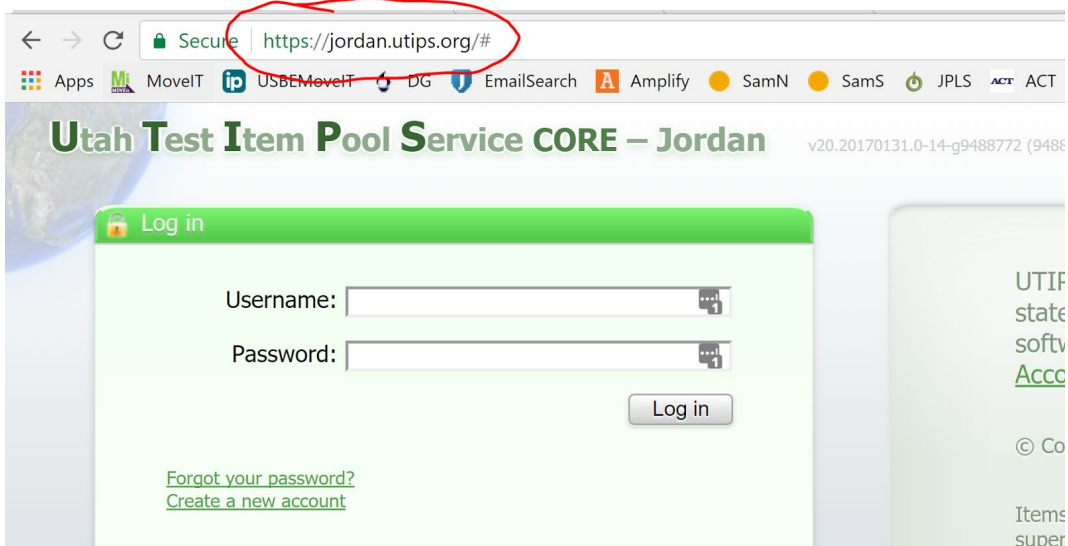
Once the passed test is entered into Educational Milestones, the "Passed Civics Test" flag will show on the students' transcripts.

Handling Opt-Outs

USBE has yet to resolve the language around the Civics Test graduation requirement and parental exclusion. This creates a situation where the parental exclusion option is offered for the Civics Test, but is effectively moot. Since this is the case, teachers are instructed to test students anyway, ignoring any opt-outs that are marked for the Civics Test. Please ask teachers to refer concerned parents to you, the administrator, or to the Evaluation Office -- Brooke Anderson (801-567-8393 | brooke.anderson@jordandistrict.org)

How to View Results in UTIPS (Administrators)

1. Go to jordan.utips.org and enter your login information



Your Username is your Skyward username

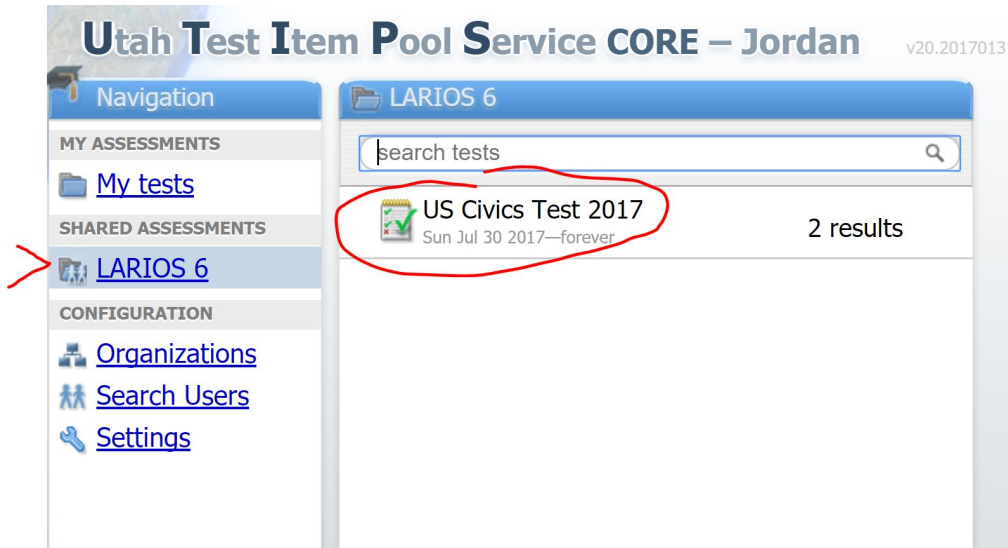
Your Password is your last name in all capital letters

Example: If I am Robin Hood and my Skyward username is robin.hood, my login information would be

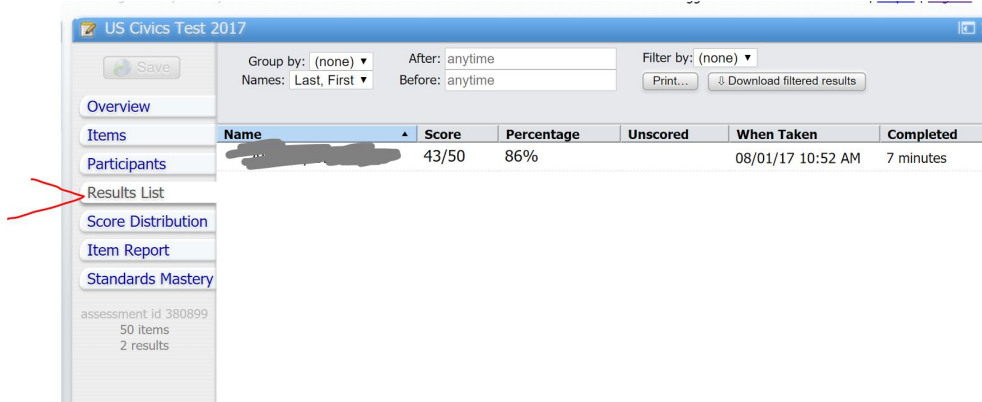
Username: robin.hood

Password: HOOD

- Once logged in, select your school from the left-hand menu. Select US Civics Test 2017 to view results for your students. Note: because this is a shared test, the number of results on this screen will reflect all participants, not just your students.



- Click on Results List to see all student results. You can filter by date, download, or print results from here.



Resources

- UTIPS training documents: <https://utipscore.wikispaces.com/UTIPS+Training+Documents>
- UEN's American Civics Education Initiative: Frequently Asked Questions: <http://www.uen.org/american-civics-education/>
- Questions for the basic civics test and alternate assessment must be taken from the U.S. Citizenship and Immigration Services' official list of civics questions and answers for the naturalization test. U.S. Citizenship and Immigration Services offers a variety of study materials for the Civics Test, including the Civics Practice Test:

- <https://www.uscis.gov/citizenship/learners/study-test/study-materials-civics-test>
- <https://my.uscis.gov/prep/test/civics>
- <https://www.uscis.gov/sites/default/files/USCIS/Office%20of%20Citizenship/Citizenship%20Resource%20Center%20Site/Publications/100q.pdf>
- Utah Code Annotated 53A-13-109.5. American civics education initiative:
https://le.utah.gov/xcode/Title53A/Chapter13/53A-13-S109.5.html?v=C53A-13-S109.5_2015070120150701
- USBE Administrative Rule R277-700-8. Civics Education Initiative:
<https://rules.utah.gov/publicat/code/r277/r277-700.htm>

