

Title: Accountability for Testing Integrity

The District is committed to ensuring the integrity of the information obtained from the use of educational assessments. While testing integrity is applicable to all student assessments, this regulation is primarily directed toward the administration of the Iowa Statewide Assessment of Student Progress (ISASP) used for purposes of meeting the reporting requirements for the Every Student Succeeds Act (ESSA) and the Annual Progress Report to the Iowa Department of Education.

The purpose of this document is to ensure that assessment results are truly representative of the achievement of students in our district.

APPOINTMENT OF SCHOOL ASSESSMENT COORDINATOR

The Superintendent shall appoint a District Assessment Coordinator, who may in turn delegate responsibility for testing-related functions to one or more School Assessment Coordinators. The District Assessment Coordinator is responsible for storing materials in a secure area with restricted access both prior to and after the testing period.

TEST PREPARATION

As a function of educating students, staff may prepare students for assessments by providing instruction in the content areas to be assessed. Staff members may also prepare students for assessments by teaching general test-taking skills that are applicable to any test or test format.

Staff shall not conduct reviews or drills that use actual test items or slightly altered items of the accountability assessments, use copies of tests from previous years, or review test-specific content with students at any time. When the test developer releases items or provides practice tests, it is appropriate to use these.

ADMINISTRATION OF TESTS

In the administration of standardized tests, it is a violation of test security to do any of the following:

1. Provide inappropriate test preparation such as any of the following:
 - a. Copy, reproduce or use in any manner any portion of any secure materials, for any reason.
 - b. Provide to students actual test items or instruments in any form. This includes use of any former state tests, such as the Iowa Assessment or the ELPA21 (English Language Proficiency Assessment for the 21st Century). Use of practice tests made available by each assessment provider are acceptable.
2. Deviate in any way from the procedures specified in the Test Administration Manual for each state test.

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3. Provide inappropriate assistance to students during the test administration, including but not limited to making answers available.
4. Suggest, modify, or complete answers on student answer documents.
5. Provide inaccurate data on student answer documents.
6. Share with an unauthorized user any usernames and/or passwords for accessing the secure electronic testing environment.
7. Engage in any practice designed solely to raise student scores without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage or fail to report any of the acts prohibited in this policy.

INVESTIGATION OF POSSIBLE TESTING VIOLATIONS:

School and district staff must immediately report all incidents of possible testing violations to the Superintendent and/or designated Test Coordinator who should conduct a thorough fact-finding investigation. Reports of students cheating on assessments shall be submitted to the building principal for investigation and disciplinary procedures. Following local investigation, a timely report should be made to the Iowa Department of Education, who will determine if student results must be invalidated. The Iowa Department of Education may also detect test irregularities through data forensics and other statistical measures.

CONSEQUENCES OF TEST ADMINISTRATION VIOLATIONS:

Consequences of violations may include the invalidation of student test results and liability for copyright infringement, depending on the severity of the violation. Any staff member found to have committed testing irregularities shall be subject to discipline in accordance with law and Board of Educational Examiners (BOEE) policy. If the staff member is a licensee of the BOEE, the superintendent shall make a timely report to that Board who will conduct further investigation regarding possible violation of the Code of Ethics as found at 282—Iowa Administrative Code, Chapter 25.

Cross Reference:

Legal References:

Iowa Code Chapters 279.8; 281 IADC § 25.3(3)

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