

Accountability Test Integrity/Test Preparation

The Dubuque Community School District is committed to ensuring the integrity of the information obtained from the use of educational assessments. This policy is intended to apply to two assessments in particular: the assessment used to meet the reporting requirement under the Every Student Succeeds Act (ESSA) and the assessment used to meet the reporting requirements for the Annual Progress Report to the Iowa Department of Education.

The purpose of this policy is to identify procedures that can ensure assessment results are truly representative of the achievement of students in our District. It is also our intent to create awareness of the potential negative impact that inappropriate assessment practices might produce, to outline processes to be followed, and to identify the potential consequences of violating the policy. If test scores become questionable because of inappropriate practices in either preparing students or in administering tests, the meaning of the scores will be distorted and their value for their original purpose will be diminished or lost.

APPOINTMENT OF DISTRICT TEST COORDINATOR

The Superintendent shall appoint a District Test Coordinator, who may in turn delegate responsibility for testing-related functions to the Building Assessment Coordinator at each school/site. The Building Assessment Coordinator is responsible for storing materials from District-wide testing in a secure area with restricted access before, during and after the testing period. The District Assessment Coordinator is responsible for the overall coordination of test administration.

TEST PREPARATION

As a function of educating students, staff will prepare students for assessments by providing instruction in grade level standards. Staff may also prepare students for assessments by teaching general test-taking skills that are applicable to any test or test format. Only practice test items from the assessment vendor may be utilized for the state assessment.

Staff shall not conduct reviews or drills that use actual test items or identical format items of the accountability assessments, use copies of tests from previous years, or review test-specific curriculum content with students at any time.

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 test booklet, for any reason.
 - b. Share an actual test instrument in any form.
 - c. Use test preparation materials developed specifically for Annual Progress Reporting or the Annual Yearly Progress Report.
2. Deviate from the test administration procedures specified in the test examiner's manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Change or fill in answers on student answer documents.
6. Provide inaccurate data on student answer documents.
7. Engage in any practice to artificially 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.

After testing is completed, test booklets are to be returned according to procedures established by the District Assessment Coordinator.

CONSEQUENCES OF POLICY VIOLATIONS

Irregular testing incidences are behaviors or events that occur which may give a student an unfair advantage or may compromise the integrity of the test during administration. There may be different levels of severity of irregular testing incidences: (1) improprieties, (2) irregularities, and (3) breaches.

1. Improprieties are incidents or unusual circumstances that have a low impact on the individual or group of students and have a low risk of possibly affecting student performance, test security, or test validity. The District Testing Coordinator will review the incident and take appropriate action. The District Testing Coordinator will maintain documentation of all improprieties and the resulting action.
2. Irregularities are incidences or unusual circumstances that may impact the performance of a student or group of students and may possibly affect student performance or interpretation of those scores. Irregularities typically do not have state-wide or nation-wide implications. Test Irregularities should immediately be reported to the assigned Iowa Assessment Consultant and the Deputy Director in the Division of Learning and Results using the instructions for secure reporting provided on the Iowa Department of Education website under Student Assessment.
3. Breaches are incidences or circumstances that compromise the integrity of the test, typically by exposing test materials. Breaches can affect all students and schools, statewide or nationally, participating in the test. Breaches must be reported immediately to the assigned Iowa Assessment Consultant and the Deputy Director in the Division of Learning and Results using the instructions

for secure reporting provided on the Iowa Department of Education website under Student Assessment.

If a test irregularity occurs, the Building Test Coordinator completes the Testing Incident Report Form and sends it to the District Assessment Coordinator. If the incident is a testing irregularity or a testing breach, the District Test Coordinator or Superintendent immediately follows the instructions for secure reporting provided on the Iowa Department of Education website under Student Assessment.

Adopted: November 12, 2007
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