

PANORAMA COMMUNITY SCHOOL DISTRICT**ACCOUNTABILITY TEST INTEGRITY/TEST PREPARATION**

The Panorama CSD is committed to ensuring the integrity of the information obtained from the use of educational assessments. This policy applies to the following assessments: The No Child Left Behind Act (Federal Government) and The Annual Progress Report for 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 the 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 district shall appoint a District Test Coordinator, who may in turn delegate responsibility for testing-related functions to one or more Building Test Coordinators. The District Test Coordinator is the Superintendent. The District Test Coordinator is responsible for storing materials from Iowa Testing Programs 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 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 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.

Special Need Students (IEP and 504 Plans):

It will be made explicit to all who give the tests that assistance during the test administration is not permitted (unless accommodations specified in the IEP or 504 plan call for a certain type of assistance). Students should never be told during the test by administration which answers are correct or whether they have answered an item incorrectly. The test administrator should not provide hints, word meanings, pronunciations, or rephrased questions. If a reading comprehension test is given, it may not be read to special need students.

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 or strategies developed specifically for Annual Progress Reporting of 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.

The Panorama Community School District will ensure that Standardized Tests will be administered in exact accordance with the policies and procedures detailed in the Board Policy regarding test administration including but not limited to:

1. Standardized testing will be administered only at the times and on the dates specified.

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2. Only Administration and authorized staff may receive, check, store, distribute, and return exam materials. Exams must be secured in a locked storage area to which only authorized staff persons have access.
3. Administration and Guidance Counselors will be responsible for: ordering exams and collecting exams; storing exam materials; preparing staff communications for administering exam with teachers and students; returning exam materials; and generating and returning the school's materials to the proper people.

Consequences of Policy Violations:

If a violation of this policy occurs, as determined by the Superintendent following and investigation of allegations of irregularities, the Superintendent shall determine whether the integrity of the testing program has been jeopardized, whether some or all of the test results are invalidated, and whether a teacher or administrator has violated the Code of Ethics of the Iowa Board of Educational Examiners as found at 282---Iowa Administrative Code Chapter 25.

Reports of students cheating on assessments shall be submitted to the building principal for investigation and disciplinary procedures.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with the law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the Superintendent shall make a timely report to that Board.

If the Superintendent believes that assessment results are invalid, the Superintendent shall make a timely report to the Iowa Department of Education.

Legal Reference:

Cross Reference:

Approved: _____

Reviewed: 2011

Revised: _____