

Accountability Test Integrity/Test Preparation

The Cedar Rapids Community School District is committed to ensuring the integrity of the information obtained from the use of educational assessments. This procedure is intended to apply to assessments used to meet federal and state reporting requirements.

The purpose of this procedure is to ensure assessment results are truly representative of the achievement of students in the District. It is also intended 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 will appoint a District Test Coordinator, who will delegate responsibility for testing-related functions to a Building Test Coordinator at each school/site. The Building Test Coordinator is responsible for organizing and securely storing materials from District-wide testing in an area with restricted access. Annually, prior to testing, the District Test Coordinator will review District policy and rules on test use, test preparation, and test security required for standardized tests and Building Test Coordinators.

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 will not conduct reviews or drills that use actual test items of the accountability assessments, or use copies of tests from previous years, 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. This includes using old copies of the test instrument.
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 procedure.

After testing is completed, test booklets and materials are to be returned according to procedures outlined and established by the District Test Coordinator.

Consequences of Procedure Violations

If the Superintendent/designee has a reasonable belief that a potential violation of this policy has occurred, contact will be made with the Iowa Department of Education and/or the Board of Educational Examiners. (Iowa Administrative Code 282, Chapter 25). Violation of this standard includes:

Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.**

No reprisal shall be taken against a district employee for disclosure of information regarding the violation of the Code of Professional Conduct Ethics if the employee reasonably believes the information evidences a violation of code.***

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 law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the Superintendent/designee shall make a timely report to that Board.

If the Superintendent/designee believes that assessment results are invalid, the Superintendent/designee shall report to the Iowa Department of Education according to specified timelines.

Legal Reference: **Reference: Iowa Administrative Code, Chapter 25, Educational Examiners (282-25.3(3)e)
 ***Reference: Iowa Code 70A.29 Reprisals Prohibited – Political Subdivisions Penalty –
 Civil Remedies

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