



# IOWA

## Department of Education

Please sign and email to April Murray  
([april.murray@dmschools.org](mailto:april.murray@dmschools.org)) by  
**December 14**

Ryan M. Wise, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

### Assurance for Proper and Ethical Test Administration 2018-2019

State assessments are an important and required tool used to monitor state, district, school, and student achievement. For these assessments to yield fair and accurate results, they must be given under standardized conditions to all students. LEA leadership has responsibility to assure assessments are properly administered so that each student's results are a reflection of his or her individual skills and abilities. These actions apply to the following required state assessments: Iowa Statewide Assessment of Student Progress (ISASP), Dynamic Learning Maps (DLM), English Language Proficiency Assessment for the 21<sup>st</sup> Century (ELPA21), early literacy assessment for K-3, and the Early Literacy Alternate Assessment (EL-AA). Actions specific to each assessment can be found in corresponding training materials, test administration manuals, and related documents.

#### LEA LEADERSHIP RESPONSIBILITIES:

It is the responsibility of LEA Leadership to:

1. Ensure that educators administering state assessments meet qualifications as specified by each testing program and state policy.
2. Ensure all appropriate test administrators have training and knowledge of appropriate practices to administer tests with integrity and maintain security.
3. Require all test administrators to rigorously follow the appropriate procedures as directed in each Test Administration Manual.
4. Actively monitor the test administration practices of all staff to ensure compliance.
5. Provide accommodations for qualifying students with Individual Education Plans (IEPs), Section 504 Plans, or who are identified as English Learners as appropriate and in accordance with state guidance.
6. Ensure proper handling of all secure test material, including storage, distribution, return, and possible destruction according to directions provided with each state testing program and state policy. Retain "chain of custody" documentation as evidence.
7. Ensure that each authorized user accesses the electronic testing environment using a unique username and password.
8. Ensure there are no violations of test security according to the list below.

#### VIOLATIONS OF TEST SECURITY:

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 Assessments or the I-ELDA (Iowa English Language Development Assessment). 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.
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.

**Creating excellence in education through leadership and service**

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146  
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**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, 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.

**Building Principal's Assurance**

I, \_\_\_\_\_, Principal of \_\_\_\_\_ School,  
(Building Principal's Name) (Name of School )

assure that proper procedures for administration of assessments used to meet the reporting requirements are followed in my school building. I will take appropriate steps outlined above if district staff does not adhere to these guidelines and notify the Iowa Department of Education.

\_\_\_\_\_  
Building Principal's Signature

\_\_\_\_\_  
Date