

**Policy 505.04-R(1): Testing Programs - Test Security Regulation**

**Status:** ADOPTED

**Original Adopted Date:** 08/25/2025 | **Last Reviewed Date:** 08/25/2025

The Dallas Center - Grimes Community School District is committed to ensuring the integrity of the information obtained from the use of educational assessments. This regulation applies to all federally mandated assessments, statewide and district-wide assessments that are mandated by Iowa Code (chapter 12) and the Every Student Succeeds Act (ESSA).

STATEMENT OF PURPOSE

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 district will appoint a District Assessment Coordinator, who may in turn delegate responsibility for testing-related functions to one or more Building Assessment Coordinators. The District Assessment Coordinator is the Associate Superintendent of School Improvement. The District Assessment 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, assuring that appropriate test preparation procedures are adhered to, and assuring that tests are appropriately administered by fellow educators.

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 or identical formate 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 or strategies developed specifically for Annual Progress Reporting or the Annual Yearly Progress report.
2. Deviate from the procedures as written 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

It is important that any incident compromising the integrity of the test administration be immediately reported to the

Building and District Test Administrators who will report it to the Iowa Department of Education following the guidelines for Incident Reporting.

If a violation of this policy occurs, as determined by the Superintendent following an investigation of allegations of irregularities, the Superintendent will determine whether the integrity of the testing program has been jeopardized, whether some of 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 in Iowa Administrative Code 282.

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

A staff member found to have committed testing irregularities will 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 will make a timely report to that Board.

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

---