

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

EDUCATIONAL PROGRAMS

Standardized Test & Assessment Accountability

The results obtained from standardized tests and assessments provide valuable information for curricular and instructional decisions for individual students, specific grades as well as the entire school.

Therefore, it shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools be committed to ensuring the integrity of the use and results of standardized educational tests and assessments.

Administrators are required to plan and make certain all teachers and proctors of the assessment have the necessary training. This training is to include information regarding test security. The school is to establish an assessment protocol that includes training for pre-testing, testing, and post-testing. The training is to be obtained through the Iowa Statewide Assessment of Student Progress (ISASP) site and the Catholic Schools Office. (See Regulation 625.1)

A part of each school's testing protocol should determine who is to have access to group and individual scores. Relevant individual student results are to be shared with the student's parents so they are informed about their child's standardized assessment results and understand that the assessment results are only one indicator of academic achievement.

If a violation of this policy occurs, as determined by the local Test Coordinator and/or the Administrator, the Superintendent of Schools shall determine whether the integrity of the testing and assessment program has been jeopardized, whether some or all of the test or assessment 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 282 IAC Chapter 25.

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

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

Policy Approved: March 27, 2006
Policy Reviewed: March 25, 2013
Policy Revised: July 30, 2021

**Standardized Test and Assessment Accountability – Standardized Test and Assessment Integrity
Regulation 625.1**

Standardized test and assessment results must truly be representative of the achievement of students in the schools of the diocese. Therefore, there are several steps that must be taken to ensure the integrity of the test and assessment results.

For standardized tests and assessments, each school should appoint a Test Coordinator, usually the Principal or Assistant Principal, who may in turn delegate responsibility for testing-related functions to one or more teachers.

The Administrator, working with the Test Coordinator, will ensure all teachers and proctors have been trained as needed via the ISASP training site.

Regulation Approved: March 27, 2006

Regulation Reviewed: March 25, 2013

Regulation Revised: July 30, 2021