

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

## **EDUCATIONAL PROGRAMS**

### **Standardized Test & Assessment Integrity**

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 Test Coordinator (s) should be responsible for:

1. securely storing standardized testing and assessment materials both before and after the testing period
2. informing staff that they may prepare students for testing or assessment by providing instruction in the content area to be assessed, and prepare students for tests and assessments by teaching general test-taking skills that are applicable to any test or test and assessment format
3. informing staff that they may not conduct reviews or drills that use actual test items of the assessments, use copies of tests from previous years, or review test-specific curriculum content with students at any time
4. informing staff that standardized tests and assessments have Directions for Administration manuals, from either a commercial test company or from the Diocesan Schools Office, which include the directions for each test or assessment with instructions that usually are to be read verbatim
5. inform the staff who may have students with IEPs or 504 plans that the Directions for Administration manuals usually have details about the use of accommodations and modifications
6. informing staff that during the administration of standardized tests or assessments, it is a violation of test security to do any of the following:
  - a. copy, reproduce, or use in any manner any portion of any secure test or assessment booklet, for any reason; share an actual test or assessment instrument in any form; use test and assessment preparation materials developed specifically for Annual Progress Reporting

- b. deviate from the test and assessment administration procedures specified in the test examiner's manual
  - c. provide inappropriate assistance to students during the test or assessment
  - d. make test or assessment answers available to students
  - e. change or fill in answers on student answer documents
  - f. provide inaccurate data on student answer documents
  - g. engage in any practice to artificially raise student scores
  - h. participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited by this policy
- 7. arranging for make-up test times for any students absent during the scheduled testing or assessment times
  - 8. preparing all test or assessment answer materials for return to the scoring agency in a timely manner

Regulation Approved: March 27, 2006

Regulation Reviewed: March 25, 2013