

7640-STANDARDIZED ASSESSMENT ADMINISTRATION

Grand Island Public Schools recognizes the importance of measuring student achievement and supports the implementation of an assessment plan and alignment of curriculum with the state approved content standards. The assessment plan shall include a schedule and procedures for assessing success in achieving state standards. School personnel, for purposes of this policy, shall include Board members, employees, students, volunteers, or any other persons subject to the supervision and control of the district.

School personnel are responsible for maintaining security and the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. School personnel are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills, or abilities in the area assessed.

Testing Ethics and Appropriate Practice

It is important to note that all school personnel involved in the assessment process need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the Regulation and Standards for Professional Practice Criteria as outlined in Rule 27.

For purposes of this policy, student assessments include the standardized Nebraska State Assessments (NeSA) norm referenced tests, and district summative assessments. The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
- b. Teaching for Success on Assessments. It is appropriate for school personnel to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.
 - i. Teach the Content. School personnel are to prepare students to do well on the assessments by teaching the subject content. School personnel are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
 - ii. Practice Tests. School personnel are to prepare students by teaching test taking skills independent of the subject matter being assessed. School personnel are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. School personnel are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
- c. Assistance During Assessments.
 - i. Standardized Assessments. School personnel are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints", giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment), or allowing students access to mechanical aids (e.g., calculators) unless specified in testing instructions.
- d. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, school personnel are to monitor students to make sure directions are being followed.

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Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics (§6210.1) and may result in disciplinary consequences. School personnel are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Reference:

Nebraska Department of Education:

Rule 10.005.01 (2009)

Rule 27.004.02H (2007)

Rule 27.004.03D (2007)

Grand Island Public Schools:

§6210.1-Code of Ethics of the Teaching Profession

§7630-Testing Programs

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