Code of Ethical Practices and Procedures

The Code of Ethical Practices and Procedures (the Code) is established pursuant to 511 Indiana Administrative Code (IAC) 5-5-3 and addresses special concerns regarding appropriate professional practices within the Indiana assessment system. All school personnel who may be involved with any part of a systematic assessment program should have a copy of and be familiar with the procedures and activities described in the Code**.**

1. Purpose

The purpose of the Code is to protect the Indiana assessment system so that its intended purposes may be achieved. The purposes of the Code are as follows:

(a) To assess the strengths and weaknesses of school performance;

(b) To assess the effects of state and local educational programs;

(c) To compare achievement of Indiana students to achievement of students on a national basis; and

(d) To provide a source of information for state and local decision makers with regard to educational matters, including the following:

      (1)   The overall academic progress of students;
      (2)   The need for new or revised educational programs;
      (3)   The need to terminate existing educational programs;
      (4)   Student readiness for postsecondary school experiences;
      (5)   Overall curriculum development and revision activities;
      (6)   Identifying students who may need remediation; and
      (7)   Teacher education and staff development activities.

2. Applicability

The Code is generally applicable to all components of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, computer-adaptive assessments, performance assessments, and alternate assessments.

3. Test Security

(a) It is essential that all test materials remain secure before, during, and after test administration. All school and corporation personnel are responsible for test security. Maintaining test security includes:

      (1)   Adhering to the Code;
      (2)   Adhering to the Indiana Assessments Policy Manual;

(3)   Participating in required training; and

(4)   Following the Protocol for Reporting and Investigating Alleged Assessment Breaches (Protocol), as required under 511 IAC 5-5-4.

(b) Test materials include but are not limited to Test Administrator's Manuals (TAMs), test questions, assessment books, answer documents, read-aloud scripts, practice tests, test tickets, scratch paper, and online test access codes.

(c) Students, parents, and guardians are essential to the maintenance of ethical testing practices, test security, and test integrity. School and corporation personnel are responsible for providing communication to students, parents, and guardians regarding appropriate practices for the maintenance of ethical testing practices, test security, and test integrity.

(d) Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) direct the management of the testing program and shall establish and implement procedures to ensure maximum test security and integrity. Procedures established by a CTC or STC shall:

(1)   Prevent access to secure materials by anyone other than appropriate school and corporation personnel;

(2)   Inventory and track testing materials;

(3)   Control the storage, distribution, administration, and collection of testing materials;

(4)   Immediately report any allegations of test integrity violations according to the Protocol to the Indiana Department of Education (IDOE);

(5)   Prevent the reproduction and/or discussion of testing materials by school and corporation personnel and/or students;

(6)   Ensure that students use only reference materials allowed by the testing procedures;

(7)   Ensure that students are not exposed to test items prior to the administration of the test;

(8)   Ensure that answer booklets are not altered before, during, or after testing;

(9)   Ensure that student responses are not scored locally and are only scored by the testing contractor as designated by IDOE; and

(10)   Ensure test preparation materials used by school staff are appropriate and do not violate test security protocol.

(e) Before each test administration, materials must be distributed and stored according to the Indiana Assessments Policy Manual. As described therein, testing materials must be secured at all times during test administration, including all breaks in the testing sequence. All read-aloud scripts, test booklets (used and unused), answer sheets, test tickets, scratch paper, glossary sheets (ILEARN paper-and-pencil only) and online test

access codes must be counted, reconciled, and returned to a centrally-located, locked, and secured area immediately upon the completion of each daily testing session.

(f) Testing, including make-up testing, must occur during the testing window. With the exception of permitted practice tests, student access to testing materials shall be restricted to the state-scheduled dates of test administration.

(g) Any allegations concerning cheating, a security breach, a testing administration breach, an intellectual property right infringement, a loss of materials, or other deviation from acceptable and ethical practices and test security and integrity procedures shall be reported immediately, according to the Protocol.

(h) No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, reproduced, videoed, photographed, paraphrased, or discussed before, during, or after testing in any manner unless and until such materials are released via posting on the website by IDOE.

(i) School personnel and/or students may not alert examinees to the correct answer choice by pointing to the correct answer, eliminating answer choices, mouthing the correct answer, or using any other mechanism designed to indicate a correct or incorrect answer.

(j) Any individual who administers, handles, or has access to secure test materials at the corporation or school shall complete assessment training and shall annually sign no later than the last day of September an Indiana Testing Security and Integrity Agreement, which shall remain on file in the appropriate school or corporation-level office for a period of no fewer than three years. All school staff shall complete test security training. Assessment training shall be provided at the building level by CTCs (or designees) who have completed the required IDOE provided training.

(k) No one shall compromise test security or the accuracy of the test data score results by manipulating the test administration, demographic data, or the students' answers or data.

(l) Student test scores or test performance shall not be disclosed to unauthorized persons.

(m) Corporations must create a locally-developed, written test security policy. This policy must be shared with staff.

4. Pre-Test Activities.

The most significant consideration in pre-test activities, apart from security issues, relates to maintaining the validity of the assessment scores as estimates of student achievement in the domains being assessed.

(a) The school corporation (i.e., CTC, STC, or other designee) must ensure materials and practices related to preparing students for assessments, administering assessments,

securing assessments, and interpreting the results from assessments are annually reviewed. The school corporation must ensure test preparation materials used by school staff are appropriate and do not violate test security protocol.

(b) Although students should be given instruction, experience, and practice with the Indiana Academic Standards, the curriculum should not be narrowed to fit the assessment.

(c) Educators should give students practice with various item types and formats used on assessments to ensure that the assessment will measure only the students' knowledge and understanding and not their test-taking skills. Extensive use of test practice materials is inappropriate.

(d) Reasonable notice of upcoming assessments should be provided to all concerned, including school personnel, students, and parents. Using notice of the upcoming assessment to discourage student participation is considered unethical behavior in test administration. Low participation rates may have a negative impact on school accountability data.

(e) The test coordinator and responsible building personnel should make appropriate arrangements for test administration, including provision for adequate facilities, materials, and training of Test Administrators (TAs) and proctors. TAs must study the appropriate administrative manual prior to administering the test. Any needed accommodations must be planned for in advance.

(f) The test coordinator is responsible for ensuring the appropriate administration of practice tests pursuant to the Indiana Assessments Policy Manual.

5. Testing Conditions

(a) TAs must follow the procedures in the test manuals, including procedures referring to testing conditions, timing, and instructions. Failure to follow the specified procedures can invalidate the results.

(b) TAs must follow accommodations as outlined in a student's Individualized Education Plan (IEP), Individual Learning Plan (ILP), and/or plan developed pursuant to Section 504 of the Rehabilitation Act of 1973. TAs must provide appropriate accommodations as required by 511 IAC 5-2-4(b).

(c) TAs must provide the appropriate chairs, desks, lighting, and other accommodations to equip students with the optimum test conditions to facilitate students' maximum performance levels. All school personnel involved in administering the test must assume responsibility for the quality of testing conditions.

(d) TAs must provide complete sets of materials for all students, including booklets, answer sheets, pencils, scratch paper, and manipulatives, as required. If the test is administered in

the online environment, TAs must provide appropriate technology. This condition must be met before students begin the test.

(e) When reading directions aloud, TAs must read only what is indicated in the online or paper testing script, read aloud-script (if applicable), or students screen or paper assessment if administering the human reader accommodation.

(f) TAs must not answer questions about specific test items, but they may repeat initial directions for a test session, as described in the TAM.

(g) TAs and proctors must monitor the testing session to ensure that all students have the opportunity to succeed. It is not acceptable for TAs and/or proctors to leave the room, to concentrate on other tasks or materials, or to otherwise ignore what is happening. All TAs and proctors should be trained to understand the testing procedures and their respective responsibilities. TAs and proctors must ensure that all students:

  (1)   Follow instructions;
  (2)   Respond in the appropriate places on answer documents;
  (3)   Do not exchange answers;
  (4)   Do not interfere with or distract others;
  (5)   Do not have access to cell phones, smart watches, or other unallowable devices; and
  (6)   Use only permitted materials and devices.

(h) The prescribed sequence of test sections/segments is specific to each assessment. TAs must refer to the appropriate Test Coordinator's Manual or TAM for specific details regarding test administration guidance.

(i) If an interruption to testing occurs, the TA shall immediately notify the test coordinator who will determine appropriate action. Following the interruption, a Jotform submission (using the *Testing Irregularity Report* form) detailing the interruption must be submitted to IDOE.

6. Post-Test Activities

(a) When testing has concluded, TAs must collect and check all materials following test security procedures.

(b) TAs shall account for all materials and deliver them to the test coordinator. The STC at each site shall account for all materials. CTCs shall account for all materials from all sites within the corporation.

(c) A Jotform submission (i.e. the *Testing Irregularity Report* form) must be submitted for all incidents and events that might impact the validity of the assessment.