## Test Prep Practices...DO:

- Use **only** the Measure B tests posted on Performance Plus for School Year (SY) 2017-2018.
- All previous versions of the Measure B tests, SY 2016-2017, are **NOT** permitted to be used for practice, instruction, or assessment. All copies should be destroyed. Failure to do so is a violation of the security policy.
- Provide students with the opportunity to learn the **content** included on the test.
- Use curriculum standards and objectives as a resource for instruction.
- Integrate teaching of test-taking skills with regular classroom instruction and assessment.
- Apply the following standard when thinking about test preparation practices—no test-preparation practice should increase students' test scores without simultaneously increasing students' mastery of content.

## Test Prep Practices...DON'T:

- Encourage students to be absent the day of testing.
- Intentionally prime for prior knowledge by giving students readings or questions on the same themes or topics as those on the Measure B assessment.
- Use Measure B secure test questions for practice.
- Use similar or altered Measure B secure test questions for practice or instruction.
- Encourage students not to do their best because of the purposes of the test.
- Allow there to be classroom posters, word walls or materials on display that assist students taking the assessments. These should be removed prior to testing.

## Test Administration Practices...DO:

- Tests and administration guidelines should be kept in a secure (locked) location.
- Make sure staff assisting with accommodations are familiar with testing protocols and do's and don'ts for testing.
- Administer tests to all eligible students.
- Plan for make-up testing.
- Report all testing irregularities to the school system test coordinator.
- Ensure that each test is scored according to the procedures and guidelines defined for the test.
- Maintain confidentiality of individual students. Publicizing test scores that contain the names of individual students is unethical.

## Test Administration Practices...DON'T:

- Leave tests out for students and others to see or take.
- Interpret, explain, or paraphrase the test directions or the test items in any way during test administration.
- Change student responses at any time.
- Provide, suggest, or indicate a response or answer to a test item.
- Allow tests to be taken out of the testing area.
- Modify scoring rubrics (answer keys).
- Allow students to partially complete a test. The entire section of an assessment should be completed in one sitting.

## Test Security Violation

The unscored and scored Measure B assessments may not leave the secure testing environment -- meaning that these assessments may not be sent home with students.