



Summary of Updates to State Test Security Manual

Page	Update
5	Added a bullet to the list of written procedures that each district, school, and agency should establish. <ul style="list-style-type: none"> Procedures for securing unauthorized electronic devices
7	Addition: “Additionally, for test security, the Iowa Department of Education has developed a generic Confidentiality Agreement for human readers, scribes, translators, and paraeducators to sign.”
7	Changed language for English Language Proficiency for the 21 st Century (ELPA21) to: “Annual training is required for test administrators. The training includes the importance of maintaining test security. A certificate is issued upon completion and must be provided to test coordinators prior to administering the test. Additional training modules are available for test and technology coordinators. Training modules are accessed through AEA Learning Online .”
8	Added to Administration Practices: Districts must provide guidance on monitoring social media during testing. The following are a sample of things to look for on various social media platforms: <ul style="list-style-type: none"> Images of the computer screen that show test items Any photographs that appear to have been taken in the test administration room; these can be images students have taken of themselves or their classmates as well as pictures taken by test administrators of the testing session Tweets that indicate test security policies are not being upheld
9	Added to paper/pencil section: “Materials that are not returned or disposed of appropriately and securely is a testing incident.”
11	Updated process for reporting irregularities and breaches: “Test Irregularities should immediately be reported to the assigned Iowa Assessment Consultant and the Deputy Director in the Division of Learning and Results through the Testing Incident Reporting Application on the Iowa Education Portal .” “Breaches must be reported immediately to the assigned Iowa Assessment Consultant and the Deputy Director in the Division of Learning and Results through the Testing Incident Reporting Application on the Iowa Education Portal .”
12	Contractor for ELPA21 was updated to Cambium Assessment Incorporated
19	Appendix D: added paraeducators
Appendix H	The format has been updated in response to feedback from the field. There are small changes in response to implementation during the 2019-2020 school year. Please read through carefully to make sure your monitoring checklist matches.
Appendix I	The format has been updated in response to feedback from the field. There are small changes in response to implementation during the 2019-2020 school year. Please read through carefully to make sure your monitoring checklist matches.

Appendix J	The format has been updated in response to feedback from the field. There are small changes in response to implementation during the 2019-2020 school year. Please read through carefully to make sure your monitoring checklist matches.
Appendix K	<p>The monitoring selection plan was updated to: The state of Iowa is divided into nine regional support agencies (Area Education Agencies). For federally mandated assessment the following selection plan will be implemented within each regional agency:</p> <ul style="list-style-type: none"> • each monitoring visit will include a minimum of 2 observations with the goal of at least one at each for the following building levels: elementary school (K-5), middle school (6-8), high school (9-12) • one of the ELPA21 and/or ISASP observations will have a focus on accessibility and/or accommodations of special populations if at all possible. • when scheduling the observations, consider the ratio of adults to students and the impact on the testing environment for the students <p>The Iowa Statewide Assessment Monitoring Cycle was updated.</p>
Appendix M	<p>Instructions were updated to: “In the event of an irregularity or breach, complete the online form through the Testing Incident Reporting Application on the Iowa Education Portal.</p>