

A GUIDE TO ETHICAL PRACTICES AND PROCEDURES FOR THE DAKOTA STEP ASSESSMENT

This guide is a quick way to reference the proper methods for test preparation, administration, interpretation, and use of results.

All items contained within Dakota STEP assessments are secure items and are not to be copied or used for instruction. Copying or sharing secure items in any form is a direct violation of the *South Dakota Code of Ethical Testing Practices and Procedures and HB 1033*, in addition to violating federal and state copyright laws.

TEST ADMINISTRATION OF THE DAKOTA STEP	Is This An Ethical Practice?
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	YES	NO
Developing instructional objectives based on the South Dakota Academic Standards.	X	
Making changes in instruction that enhance student skills, learning, and achievement	X	
Training students in appropriate test-taking strategies	X	
Motivating students to perform well on the assessment by talking to students and parents	X	
Providing adequate notice of upcoming assessments to all concerned	X	
Developing curricula or instructional objectives based on <u>specific</u> DSTEP items.		X
Preparing student guides or classroom assessments that are based solely on <u>specific</u> items from the DSTEP such that they may be considered a comparable or alternate form of the state assessment.		X
Copying reading, mathematics, or science items from the assessment and using them for or incorporating them into classroom instruction		X
Making a copy of any portion of the DSTEP assessment for use in instructional planning, classroom instruction, or assessment		X
Presenting items from any part of the test before test administration		X
Sharing the actual DSTEP test results with parents and teachers or in a public forum that is a violation of test security and would invalidate students'		X

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	YES	NO
Setting a testing schedule that provides students with the maximum amount of time needed to complete assessment.	X	
Setting a testing schedule that provides make-up days for students who missed part of the assessment.	X	
Reporting any violations of the required DSTEP administration that might occur to the appropriate persons in the district and the state assessment office	X	
Providing students with the correct answer or suggesting to a student to reconsider an answer he or she has given.		X
Changing student responses in any fashion		X
Reading the reading passages portion of the DSTEP assessment to students		X
Failing to provide students with all allowable accommodations on the assessment as prescribed on their IEP/504 or LAP		X
Not training school personnel before they administer the DSTEP		X
Allowing someone other than a certified teacher or para to administer the DSTEP		X
Allowing school personnel to administer the DSTEP before signing a testing security agreement		X
Excluding, exempting, and/or dismissing, students who are eligible to take the DSTEP		X
Failing to return all DSTEP materials as required in the Testing Coordinator's Handbook (TCH) and Directions For Administering (DFA)		X
Knowingly deviating from the required administration procedures specified in the DSTEP Directions for Administering		X

TEST ADMINISTRATION OF DAKOTA STEP	Is This An Ethical Practice?
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	YES	NO
Helping identify strengths, weaknesses, and gaps in the curriculum so that future instruction can be improved	X	
Providing school personnel with the information needed to interpret results.	X	
Providing information about the DSTEP assessment performance to the parents, public, and local school boards	X	
Using the DSTEP assessment results as part of a body of evidence in making educational decisions about individuals or programs	X	
Disclosing individual student results to someone other than the student's parent, guardian, or others not directly involved in the education of the student		X
Using the DSTEP assessment results to provide a misleading picture of the school's educational programs, instruction, or student population		X
Deliberately hiding information or providing false or misleading interpretations of the DSTEP assessment results		X
Not reporting any misuses of the DSTEP assessment results to those responsible for the assessment process in the school and state levels		X
Not reporting the assessment results for all students		X

In order to avoid unforeseen problems, you will want to make sure the following procedures are followed.

- Test administrators should review the *Directions for Administering* prior to giving the test.
- Test administrators should be made aware of this document as well as HB1033.
- Make sure all DSTEP assessment materials are kept in a secure location before, during and after test administration. Then returned?
- Ensure that the DSTEP is administered in a fair and accurate manner.
- Protect the rights of privacy and due process of all students tested.
- Avoid any conditions in the preparation and administration of the assessment that might invalidate the results.
- Be aware of which students having an IEP/504 Plan and LEP are provided the allowable accommodations described within.
- Test ALL students.