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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 <u>content</u> 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.