

ACCEPTABLE AND UNACCEPTABLE PRACTICES FOR STUDENT PREPARATION

(IDOE Assessments Policy Manual, Section 6, Part B, #2)

The following are examples of actions that can take place prior to the opening of an assessment window for a standardized assessment. School staff MAY:

- Incorporate and review English/Language Arts (ELA) and Mathematics standards when reviewing other subject areas.
- Review assessment objectives as part of a general review of critical curricula.
- Give students enough practice with various item formats of assessments to ensure that assessments measure students' knowledge and understanding, not their test-taking skills.
- Extensive use of test practice materials is not appropriate (see below for details).

The following are examples of actions that CANNOT take place at any time during the school year. School staff may NOT:

- Use current, past, or parallel test items as test preparation materials—except when those items have been released specifically for review purposes by IDOE via posting on the website.
 - It is also not acceptable to use unreleased test items, making minor alterations in those test items (such as changing the order of multiple choice answers) and using such materials for review or instruction.
- Call students' attention to the fact that a similar question will be on the assessment.
- Develop and use elaborate review materials (workbooks, worksheets, live or online lessons, etc.).
 - Educators need to be good consumers of practice items, making sure the items used truly align to standards and not making the items exclusively the curriculum. IDOE recommends that educators are mindful when presenting content to students or parents/guardians that may be viewed as test prep materials (e.g., ILEARN Prep Time) since the assessment aligns to the depth and breadth of Indiana's Academic Standards. Examples of elaborate review materials include:
 - A large packet of review items that takes a significant time away from daily classroom instruction or that is used during Test Prep Sessions/Clubs outside of school hours (before or after school) just prior to testing.
 - Review items that paraphrase or mirror actual test items
 - Drilling students on items from a review booklet that accompanies the textbook or digital curriculum

Educators need to use best practice with these types of materials. Appropriate use of the items that align might include a daily warm-up activity. It is important for educators and students to consider that assessment is part of teaching and learning. Pep assemblies and spirit weeks may overemphasize the anxiety associated with test events.

The following are examples of actions that CANNOT take place. School staff may NOT:

- Teach assessment content that has not been previously covered during the time period immediately preceding the assessment ("cramming").
- Assessment prep review games or activities.
- Review standards and concepts with only those students to be assessed.
- Review only the Indiana Academic Standards covered by the assessment.
- Review only those objectives on which students performed poorly on previous assessments.