

**Metropolitan School District of Washington Township
8850 Woodfield Crossing Blvd.
Indianapolis, Indiana 46240**

Memorandum

May 27, 2016

To: MSDWT Personnel Involved in State-Mandated Student Assessment Testing
From: Dr. Chad E. Michalek, Grants and Assessments Coordinator
RE: MSDWT Test Security Reminders

Please review the following important reminders of assessment related prohibitions.

- 1) It is a violation of test security procedures for students (or staff) to discuss or paraphrase test questions/materials (in person, by phone, via texting or social media, or any other communication vehicle) with anyone (2015-2016 Indiana Assessment Program Manual, Section 6, Part A, #1)
- 2) No secure test materials, test questions, or student responses/answer sheets shall be reviewed, retained, paraphrased, or discussed before, during, or after testing in any manner unless and until such materials are released via posting on the web by IDOE (2015-2016 Code of Ethical Practices and Procedures, (3)(h) and 2015-2016 Indiana Testing Security and Integrity Agreement, Item #4)
- 3) It is a violation of test Security to email, text, or instant message actual or paraphrased test content (2015-2016 Indiana Assessment Program Manual, Chapter 10, Section 9, Part C)
- 4) It is a violation of test security to post actual or paraphrased test items or student responses in a public forum (2015-2016 Indiana Assessment Program Manual, Chapter 10, Section 9, Part C)

If you have any questions or concerns, please let me know.