

ISTEP+ Spring 2015 Guidance
Practice and Operational Tests

Aspect	Practice Test	Operational Test
Use for instructional purposes	Yes; refer to instructional ideas	Not permitted
Test Examiner/Administrator	Any adult staff member at the school may work with students on the Practice Test items	Examiners must be licensed
Test timing	Practice is not timed	Must adhere to test timing charts
Test sessions	Practice items may be used in any order with one exception (ELA parts “a” and “b”)	Test sessions must be administered in order
Prescribed test procedures	Acceptable to deviate from prescribed procedures for instructional purposes	Must be followed
Items may be discussed	Practice items may be discussed in the classroom	Test content cannot be paraphrased, discussed, or reproduced in any manner
Storage of materials	Materials stored in the classroom	Secure storage, distribution, administration, and collection of tests is required
Reference materials displayed in the classroom	May be visible	Must be removed or covered
Teacher assisting students	Acceptable	Not appropriate to respond to student questions regarding test items or vocabulary
Sharing actual or paraphrased items or student responses in a public forum, email, or social media	Not appropriate	Not appropriate
Test security	<u>Practice test materials are not to leave the classroom or be sent home with students</u>	All test security requirements outlined in IDOE guidance materials must be implemented and enforced