



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

August 15, 2005

Dear School Administrator:

The two documents attached to this announcement were prepared by the Iowa Department of Education and the Iowa Testing Programs to assist districts and schools in establishing administrative rules and procedures for test use, test preparation, test administration, and test security as well as in establishing board-adopted policies in these same areas. The Department encourages districts to adopt policies regarding their testing program so that it is clear to the school community which assessment procedures the district deems acceptable. It is particularly important that teachers and other district staff that are involved in the district's assessment program understand the school board's expectations regarding acceptable practices and the consequences of using inappropriate activities.

The document entitled Guidance for Developing District Policy and Rules on Test Use, Test Preparation, and Test Security for Iowa Tests was developed by Iowa Testing Program staff at the University of Iowa. Staff at the Iowa Department of Education developed the sample board policy document. Together these two documents are intended to help assure parents, members of the community, and policymakers that all Iowa schools are working toward a goal of providing information that truly describes how Iowa students are achieving.

We hope you will disseminate this information to your board and district staff and discuss it with them. We also encourage you to adopt policies governing your testing program that are consistent with the guidance in the attached documents. Questions about the guidance can be directed to Iowa Testing Programs (319) 335-5408.

Sincerely,

Handwritten signature of Judy Jeffrey in black ink.

Judy Jeffrey, Director
Iowa Department of Education

Handwritten signature of David Frisbie in black ink.

David Frisbie, Director
Iowa Statewide Testing Program

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