



Summary of Updates to State Test Security Manual

Page	Update
Throughout the manual	Update: Included the new state assessment, Alternate English Language Proficiency for the 21 st Century (Alt ELPA21), where appropriate.
6	Addition: Provided further clarity on the various assessment roles and their responsibilities before, during, and after test administration.
7	Addition: (the yellow highlighted portion) Participants must print out a certificate of completion (either a paper version or an electronic pdf version) and keep on file with their school administrator.
9	Addition: (the yellow highlighted portion) Chain-of-Custody documentation is required for all federally mandated assessments. The chain-of-custody documentation provides all relevant details including who has the secure testing materials throughout the testing window. For paper tests, a sample Chain-of-Custody document is provided in Appendix F. For online tests, a sample Chain-of-Custody document is provided in Appendix G. The district should determine where the forms are filed during and after testing.
10	Addition to the Online Section: During test administration the district should monitor test security and provide a secure, limited-access, locked storage when testing materials are not in use. Schools are required to require signage of a chain-of-custody for distribution of all test and testing materials. See Materials Handling Practices.
11	Addition: (the yellow highlighted section) 2 monitoring observations during the ELPA21 at any two levels (ES, MS, HS) for a total of 2 observations (One monitoring observation must be focused on designated features and/or accommodations. If applicable, one observation must be of students taking the Alt ELPA21.)
14	Update: <ul style="list-style-type: none">Iowa Supports link for Dynamic Learning Maps (DLM)English Language Proficiency for the 21st Century (ELPA21 and Alt ELPA21)
39	Update: <ul style="list-style-type: none">The Iowa Statewide Assessment Monitoring Cycle for the 2023-2024 SY