

**SCASS-HEAP Steering Committee**  
**Guidelines for Higher Education Use of HEAP Materials**  
**September 2005**

In an effort to achieve the mission of the SCASS-HEAP, numerous print and electronic resources have been developed. As these products become available for member use, the SCASS-HEAP steering committee also addresses issues related to requests for use beyond state agencies/HEAP members. Historically, the collaborative has intended for the materials to be used by teachers who are employed and teach in member states only. During the item development phase of the project, resources were largely limited to the SCASS-HEAP Assessment Framework, the scoring system (e.g., assessment rubric cards), and the assessment item bank.

As the project moved into its implementation phase, many additional resources were developed to support the states in aligning curriculum, instruction and assessment. Examples include, but are not limited to: (1) Assessment Tools for Teachers, (2) Professional Development Modules, (3) Classroom posters, (4) Anchor Papers and Practice Sets, (5) Exemplar Responses, (6) Searchable Database CD, and (7) Integrating Reading and Health. In addition, on-line resources have been developed and are currently in pilot test format, including: (1) distance learning course, and (2) web-based assessment system.

The Steering Committee realized that while it is important for member states to retain exclusive rights to some resources, making other resources available for public use would advance our mission of improving student health literacy through improved health instruction. Some of the resources that are now available to non-members include: (1) Assessment Tools for Teachers, (2) Classroom posters, (3) Anchor Paper and Practice Sets, (4) Professional Development Modules, and (5) the Assessment Framework.

The SCASS-HEAP recognizes the value of building partnerships with universities and colleges that prepare pre-service teachers in the field of health education. While the SCASS-HEAP resources were developed primarily for state education agencies to use for in-service education, the use of these resources in pre-service education would facilitate a much needed connection between pre-service and in-service education; namely, an aligned professional development system that is grounded in performance-based standards, standards-based assessment, and best practices. To achieve this end, the steering committee must again review issues associated with use and make recommendations regarding what resources should be made available to university/college instructors and their students.

The steering committee remains firm in its belief that the assessment item bank (either in print or electronic form) should remain the exclusive property of the SCASS-HEAP and should not be made available to non-members. Thus, university/college faculty and staff from non-member states would not be eligible to receive the item bank. Also, pre-service teachers (i.e., college/university students) from member or non-member states would not be eligible to receive the item bank until they have met all of the following conditions: (1) completed degree requirements, (2) are certified to teach in a member state, (3) are employed by a school district in

the member state, and (4) have met any state-specific requirements for receiving/using the item bank.

If university/college instructors and pre-service teachers are allowed access to the item bank, the steering committee recommends the following:

1. the university/college instructor has been trained in the HEAP scoring system,
2. the university/college instructor has signed a specific security agreement that states s/he will not provide copies to students or use the items for any purpose other than pre-service education, and
3. there is an established trust between the SRT member and instructor to follow the specifications of the security agreement.

Student teaching is considered an extension of the learning experiences that university students gain during pre-service education. The Steering Committee recommends that pre-service teachers should have access to the item bank while doing their practice teaching but this should occur only while under the supervision of a cooperating teacher who has met state requirements for training. The Steering Committee believes that student teachers should not receive their own set of items or a copy of the searchable database. Rather, together the student teacher and cooperating teacher should use the teacher's assessment binders and/or database to make decisions about instruction and assessment. The student teachers would not have permission to take the items with them once the student experience was over. The Steering Committee also recommends that all cooperating teachers complete a specific security agreement that states s/he will not use the items for purposes other than pre-service education.

Ultimately, the proper and conscientious use of HEAP materials is a matter of good faith and professional integrity among all users at all levels. Relative to the guidelines expressed herein, any intentional use or misuse of these materials within or outside of project member states is prohibited, and may be subject to legal action based on copyright laws.

**CCSSO~SCASS Health Education Assessment Project Steering Committee**

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