

**TEST INTEGRITY/TEST PREPARATION**

The Board of Trustees desires to protect the integrity of student assessments in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Students and staff shall maintain a high level of integrity in the completion and handling of student assessments.

*(cf. 0500 - Accountability)*

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 5131 - Conduct)*

*(cf. 5131.9 - Academic Honesty)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*(cf. 6162.52 - High School Exit Examination)*

**Test Integrity**

In the administration of standardized tests, staff shall not engage in any acts that could result in the invalidation of test results, such as

1. Providing inappropriate test preparation
2. Modifying test administration procedures, except as allowed by law
3. Providing inappropriate assistance to students during test administration
4. Changing or filling in answers on student answer sheets
5. Providing inaccurate data on student header sheets
6. Discouraging or excluding certain students from taking the test
7. Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement

**Appropriate Test Preparation**

The Superintendent or designee, principals and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system. (Education Code 60611).

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

## **Investigation and Consequences of Testing Irregularities**

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities. Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

*(cf. 5144 - Discipline)*

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law applicable, collective bargaining agreements, Board policy and administrative regulations.

*(cf. 4117.4 - Dismissal)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

*Legal Reference:*

EDUCATION CODE

60611 *Inappropriate test preparation*

60640-60649 *California Assessment of Student Performance and Progress*

60850-60859 *California High School Exit Examination*

GOVERNMENT CODE

54957 *Complaints against employees, closed session*

CODE OF REGULATIONS, TITLE 5

850-864 *California Assessment of Student Performance and Progress*

1200-1225 *California High School Exit Examination, especially:*

1220 *Cheating on the high school exit examination*

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Guidelines on Academic Preparation for State Assessments, December 2009*

WEB SITES:

CDE: <http://www.cde.ca.gov>

CSBA: <http://www.csba.org>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>