

Policy 6162.54: Test Integrity/Test Preparation

Status: ADOPTED

Original Adopted Date: 03/01/2001 | **Last Revised Date:** 04/01/2014 | **Last Reviewed Date:** 04/01/2014

The Governing Board 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. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

In administering 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.

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.

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.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 1200-1225	California High School Exit Examination
5 CCR 1220	Cheating on the high school exit examination
5 CCR 850-876	California Assessment of Student Performance and Progress
Ed. Code 60611	Inappropriate test preparation
Ed. Code 60640-60648.5	California Assessment of Student Performance and Progress
Gov. Code 54957	Complaints against employees; right to open session
Management Resources	Description
California Department of Education Publication	Guidelines on Academic Preparation for State Assessments, December 2009
Website	CSBA District and County Office of Education Legal Services
Website	Smarter Balanced Assessment Consortium
Website	California Department of Education
Website	CSBA

Cross References

Code	Description
0440	District Technology Plan
0440	District Technology Plan
0500	Accountability
4118	Dismissal/Suspension/Disciplinary Action

4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.21	<u>Professional Standards</u>
4119.21-E(1)	<u>Professional Standards</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.21	<u>Professional Standards</u>
4219.21-E(1)	<u>Professional Standards</u>
4319.21	<u>Professional Standards</u>
4319.21-E(1)	<u>Professional Standards</u>
5131	<u>Conduct</u>
5131.9	<u>Academic Honesty</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
6011	<u>Academic Standards</u>
6162.5	<u>Student Assessment</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>