

Policy 6162.54: Test Integrity/Test Preparation

The ~~Board of Education~~ **Governing Board** desires to protect the integrity of student ~~assessment processes~~ **assessments** in order to obtain ~~an accurate assessment of student achievement in the district and maintain~~ **accurate and reliable student achievement data and to ensure** accountability to the community and state. ~~Students and staff are expected to~~ **Staff and students shall** maintain a high level of integrity in the completion and handling of student assessments.

~~Test Integrity~~ ¶

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~~In the administration of standardized tests, staff shall not:~~ ¶

~~Provide~~ **In administering standardized tests, staff shall not engage in any acts that could result in the invalidation of test results, such as:**

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

~~Preparation for State Tests~~ ¶

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~~Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards and teaching general test-taking strategies that are designed to improve their performance on tests included in the Standardized Testing and Reporting program, the California High School Exit Examination, or the California English Language Development Test. Such strategies may include, but not be limited to, using time efficiently, understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.~~ **Appropriate Test**

Preparation

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

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~~Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scanable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)~~¶

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~~Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drilling students only on the released items 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 ~~student~~ cheating on assessments shall be submitted to the ~~principal~~ Superintendent or designee ~~for investigation.~~ 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, ~~where applicable,~~ applicable collective bargaining agreements, Board policy, and administrative regulations.

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~~The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.~~¶

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.