

Instruction

TEST INTEGRITY/TEST PREPARATION

The Governing Board desires to protect the integrity of student assessment processes in order to obtain an accurate assessment of student achievement in the District and maintain accountability to the community and state. Staff is expected to maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 – Accountability)

(cf. 0520 – Intervention for Underperforming Schools)

(cf. 4119.21/4219.21/4319.21 – Code of Ethics)

(cf. 5131 – Conduct)

(cf. 5131.9 – Academic Honesty)

(cf. 6162.5 – Student Assessment)

(cf. 6162.51 – Standardized Testing and Reporting Program)

Test Integrity

In the administration of State and District assessments, staff shall not:

1. Provide inappropriate test preparation.
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student header or identification sheets.
6. Discourage or exclude students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Preparation for State Tests

Staff may prepare students for assessments by providing instruction in the content specified in State and District academic standards and teaching general test-taking skills that are applicable to any test or test format.

(cf. 6011 – Academic Standards)

The Superintendent or designee, principals, and teachers shall not implement any program of specific preparation for the Standardized Testing and Reporting Program (STAR), a particular test used within that program, or District assessments. (Education Code 60611)

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TEST INTEGRITY/TEST PREPARATION (continued)

Practice test materials provided by the publisher of the Standardized Testing and Reporting Program (STAR) may be used for the limited purpose of familiarizing students with the use of scannable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered, or used for practice or any other purpose. (5 CCR 854)

Staff shall not conduct reviews or drills that use actual test items or identical format items of State assessments or use copies of tests from previous years. In addition, test preparation materials developed for a specific test are prohibited.

Investigation and Consequences of Testing Irregularities

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

Reports of student cheating on assessments shall be submitted to the principal or designee for investigation. 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, where 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.

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TEST INTEGRITY/TEST PREPARATION (continued)

Legal Reference:

EDUCATION CODE

60600-60649 California Assessment of Academic Achievement

60611 Inappropriate test preparation

GOVERNMENT CODE

54957 Complaints against employees, closed session

CODE OF REGULATIONS, TITLE 5

854 Advance preparation for test

857 STAR Program District Coordinator

1032 Testing irregularities, ineligibility for state awards program, as proposed 11/21/00

Management Resources:

STATE BOARD OF EDUCATION POLICIES

Policy and Guidelines on Preparation for State Tests, September 2001

WEB SITES

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

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