

## **INSTRUCTION**

### **SUBJECT: Test Integrity/Test Preparation**

The County Board and County Superintendent of Schools desire to protect the integrity of student assessment processes in order to obtain an accurate assessment of student achievement and maintain accountability to the community and state. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.

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

### **Test Integrity**

In the administration of standardized tests, 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 sheets
6. Discourage or exclude certain 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 County Office of Education academic standards and teaching general test-taking skills 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.

(cf. 6011 - Academic Standards)

The County Superintendent of Schools or designee, site administrators and teachers shall not implement any program of specific preparation for the statewide student assessment program or a particular test used within that program. (Education Code 60611)

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 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. (5 CCR 854)

Staff shall not conduct reviews or drills that use actual test items or identical format items of state assessments, use copies of tests from previous years, or review test-specific curriculum content with students before administration of the test. In addition, test preparation materials or strategies developed for a specific test, including but not limited to published materials, materials available on the Internet, and materials developed by schools, districts, county offices of education or outside consultants, are prohibited.

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

Reports of student cheating on assessments shall be submitted to the site administrator or designee for investigation. Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with County Office of Education 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, County Office of Education policy and administrative regulations.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

If the County 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:**

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Adopted: 7-9-03  
revised: 10-8-08

**EDUCATION CODE**

60600-60652 California Assessment of Academic Achievement, especially:

60611 Inappropriate test preparation

60850-60859 California High School Exit Examination

**GOVERNMENT CODE**

54957 Complaints against employees, closed session

**CODE OF REGULATIONS, TITLE 5**

850-870 Standardized Testing and Reporting program, especially:

854 Advance preparation for STAR test

857 STAR Program District Coordinator

880-901 Designated primary language test

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

1200-1225 California High School Exit Examination, especially:

1215 Cheating on the high school exit examination, as proposed 11/21/00

**Management Resources:**

**STATE BOARD OF EDUCATION POLICIES**

Policy and Guidelines on Preparation for State Tests, September 2000

**WEB SITES:**

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

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