

## **TEST INTEGRITY/TEST PREPARATION**

The Board of Trustees 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. Students and staff are 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. [0520.1](#) - High Priority Schools Grant Program)
- (cf. [0520.2](#) - Title I Program Improvement Schools)
- (cf. [0520.3](#) - Title I Program Improvement Districts)
- (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](#) - 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, except as allowed by law
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 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, District Benchmark Assessments 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 and problem-solving tactics.

- (cf. [6011](#) - Academic Standards)

## **TEST INTEGRITY/TEST PREPARATION**

The Superintendent or designee, principals, 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](#))

Staff may 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.

### **Investigation and Consequences of 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)

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.

Legal Reference:

EDUCATION CODE

[60600-60649](#) 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

[880-901](#) Designated primary language test

[1200-1225](#) California High School Exit Examination, especially:

[1215](#) Cheating on the high school exit examination

# Salinas Union High School District

Instruction

Policy #6162.54

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## **TEST INTEGRITY/TEST PREPARATION**

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
Guidelines on Academic Preparation for State Assessments, April 2004

WEB SITES:

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

California Department of Education: <http://www.cde.ca.gov>