

**EL DORADO UNION HIGH SCHOOL DISTRICT
BOARD POLICY**

Instruction

**TEST INTEGRITY / TEST PREPARATION
BP 6162.54**

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. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.

(c.f. 0500 - Accountability)
(c.f. 0520.1 - High Priority Schools Grant Program)
(c.f. 0520.2 - Title I Program Improvement Schools)
(c.f. 0520.3 - Title I Program Improvement Districts)
(c.f. 4119.21/4219.21/4319.21 - Professional Standards)
(c.f. 5131 - Conduct)
(c.f. 5131.9 - Academic Honesty)
(c.f. 6162.5 - Student Assessment)
(c.f. 6162.51 - Standardized Testing and Reporting Program)
(c.f. 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 skills that are applicable to any 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.

(c.f. 6011 - Academic Standards)

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*)

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 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:

TEST INTEGRITY / TEST PREPARATION (continued)

BP 6162.54

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, as proposed 11/21/00

Management Resources:

STATE BOARD OF EDUCATION

Guidelines on Academic Preparation for State Assessments, April 2004

WEB SITES

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

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