

Instruction**TEST INTEGRITY/TEST PREPARATION**

The Governing Board desires to protect the integrity of student assessment processes in order to obtain an accurate **and reliable** assessment of student achievement **data** in the district and maintain **to ensure** accountability to the community and state. Students and staff are expected to **shall** 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~~ **State Academic Achievement Tests**)

(cf. 6162.52 - High School Exit Examination)

Test Integrity

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

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

Instruction**TEST INTEGRITY/TEST PREPARATION***Appropriate Test 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, 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 Superintendent or designee, principals, and teachers shall not implement any program of specific *for the sole purpose of test preparation of students* for the statewide student assessment program *assessment system* or a particular test used within that program *in the statewide assessment system*. (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 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)~~

~~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.~~

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.

(cf. 6011 – Academic Standards)

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***

Instruction

TEST INTEGRITY/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.

(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

6011 Inappropriate test preparation

~~60600 60640-60649 California Assessment of Academic Achievement, especially:~~

Student Performance and Progress

~~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: 864 California~~

Assessment of Student Performance and Progress

~~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

MBUSD

BP 6162.54(d)

Instruction

TEST INTEGRITY/TEST PREPARATION

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, ~~April 2004~~ **December 2009**

WEB SITES:

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

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

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California

revised: