

## **Policy 6162.54: Test Integrity/Test Preparation**

**Original Adopted Date: 2/14/2024**

The Governing Board desires to protect the integrity of student assessments in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

In 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

### **Appropriate Test Preparation**

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system. (Education Code 60611)

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.

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

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate 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.

A staff member found to have committed testing irregularities shall be subject to discipline in

accordance with law, applicable collective bargaining agreements, Board policy, and administrative regulations.

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.

---

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

5 CCR 1200-1225

**Description**

California High School Exit Examination

5 CCR 1220

Cheating on the high school exit examination

5 CCR 850-876

California Assessment of Student Performance and Progress

Ed. Code 60611

[Inappropriate test preparation](#)

Ed. Code 60640-60648.5

[California Assessment of Student Performance and Progress](#)

Gov. Code 54957

[Complaints against employees; right to open session](#)

**Management Resources****Description**

California Department of Education  
Publication

Guidelines on Academic Preparation for State Assessments,  
December 2009

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Smarter Balanced Assessment Consortium](#)

Website

[California Department of Education](#)

Website

[CSBA](#)

**Cross References****Code****Description**

0440

[District Technology Plan](#)

0440

[District Technology Plan](#)

0500

[Accountability](#)

4118

[Dismissal/Suspension/Disciplinary Action](#)

4118

[Dismissal/Suspension/Disciplinary Action](#)

4119.21

[Professional Standards](#)

4119.21-E(1)

[Professional Standards](#)

4218

[Dismissal/Suspension/Disciplinary Action](#)

4218

[Dismissal/Suspension/Disciplinary Action](#)

4219.21

[Professional Standards](#)

4219.21-E(1)

[Professional Standards](#)

4319.21	<a href="#">Professional Standards</a>
4319.21-E(1)	<a href="#">Professional Standards</a>
5131	<a href="#">Conduct</a>
5131.9	<a href="#">Academic Honesty</a>
5144	<a href="#">Discipline</a>
5144	<a href="#">Discipline</a>
6011	<a href="#">Academic Standards</a>
6162.5	<a href="#">Student Assessment</a>
6162.51	<a href="#">State Academic Achievement Tests</a>
6162.51	<a href="#">State Academic Achievement Tests</a>