

BP/SP6162.54 Test Integrity/Test Preparation  
**Instruction**

**Status: ADOPTED**  
September 2014

The Modoc County Superintendent of Schools and Modoc County Board of Education desire to protect the integrity of student assessment processes in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Students and staff shall maintain a high level of integrity in the completion and handling of student assessments.

In the administration of 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 County 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.

The primary preparation for assessments shall be high-quality instruction in the content specified in state and County Office of Education 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 student cheating on assessments shall be submitted to the Site Administrator/Program Director for investigation. The County 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 County Office of Education policy and administrative regulations.

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.

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.

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Legal Reference:

EDUCATION CODE

60611 Inappropriate test preparation

60640-60649 California Assessment of Student Performance and Progress

60850-60859 California High School Exit Examination

GOVERNMENT CODE

54957 Complaints against employees, closed session

CODE OF REGULATIONS, TITLE 5

850-864 California Assessment of Student Performance and Progress

1200-1225 California High School Exit Examination, especially:

1220 Cheating on the high school exit examination

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, 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>