

### **TEST INTEGRITY/TEST PREPARATION**

The Board of Trustees believes that the Oxnard Union High School District must protect the integrity of the student assessment process. It is imperative that accurate assessment of student achievement be obtained, and that the district maintain accountability to the local community and the state. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.

#### **Test Integrity**

In the administration of standardized tests, staff shall not:

1. Provide inappropriate test preparation
2. Modify test administration procedures
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 answer 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.

#### **Test Preparation**

Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards, as well as teaching general test-taking skills that are applicable to any test or test format.

Administrators 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. (5CRR 854)

Staff shall not conduct reviews or drills that use actual test items or identical format items of state assessments, use copies of tests from previous years, or review test-specific curriculum content with students before administration of the test. In addition, test preparation materials or strategies developed for a specific test, including but not limited to published materials, materials available on the Internet, and materials developed by schools, districts, county offices of education or outside consultants, are prohibited.

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**Investigation and Consequences of Testing Irregularities**

Pursuant to the Code of Regulations Title 5-1032, if the CDE obtains information that would lead a reasonable person to conclude that testing irregularities have occurred, the CDE may conduct an investigation of the allegations. If irregularities are found and the CDE concludes that the integrity of the Academic Performance Index has been jeopardized, the district's Academic Performance Index may be invalidated, thus rendering the district ineligible for the performance awards under the state's accountability program.

Reports of student cheating on assessments shall be submitted to the school principal for investigation. Students found to have cheated on assessments shall be subject to disciplinary procedures.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, and/or Board policy.

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**

54957	Complaints against employees, closed session
60600-60652	California Assessment of Academic Achievement
60611	Inappropriate test preparation

**CODE OF REGULATIONS, TITLE 5**

854	Advance preparation for test
857	STAR Program District Coordinator
1032	Testing irregularities, ineligibility for state awards program
1215	Cheating on the high school exit examination