

**ACADEMIC INTEGRITY**

The Governing Board believes that personal and professional integrity are basic to all activities in which staff interacts with students. Students will reach their full potential when a positive, honest example is set for them.

The Governing Board expects staff members to respect the educational purpose which underlies all school activities. Given the importance of all types of student assessment in the development and direction of instruction, it is critical that the decisions and conclusions based on these tests come from accurate information. Any attempt by staff members to inflate scores by preparing students inappropriately or offering correct answers to students, subverts the ability to draw accurate conclusions about the effectiveness of District programs. Staff members or the District could be in legal jeopardy if financial incentives for improved test scores were received as a result of inappropriate activities.

The Governing Board recognizes the importance of academic honesty and integrity on the part of its employees. It expects that all employees, at all times, will conduct themselves honestly and ethically. Activities which the Governing Board prohibits include:

1. Violating state law or administrative regulations regarding the administration of state tests.
2. Violating the terms of any affidavits that they may sign in the course of administering state tests.
3. Giving students the correct answers before or during the administration of state tests.
4. Revealing any portion of the actual state test to students prior to its administration.
5. Failing to adhere to the directions for administration of standardized assessments.
6. Providing inappropriate test preparation.
7. Modifying test administration procedures, except as allowed by law.
8. Providing inappropriate assistance to students during test administration.
9. Changing or filling in answers on student answer sheets.
10. Providing inaccurate data on student header sheets.
11. Discouraging or excluding certain students from taking the test.

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12. Engaging in any 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 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.

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 the program.

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.

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.

A staff member found to have committed inappropriate activities related to testing shall be subject to discipline in accordance with collective bargaining agreements, Board policy, and administrative regulations.

The Superintendent or designee shall immediately investigate any reports of inappropriate test preparation or other testing irregularities. If the Superintendent or designee determines the existence 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

*54957 Complaints against employees, closed session*

*60600-60652 California Assessment of Academic Achievement, especially:*

*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, as proposed 11/21/00*

Policy

adopted: March 12, 2001

revised: August 14, 2006

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California