

Personnel

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS**

School District employees are expressly prohibited from: engaging in testing misconduct on New York State assessments; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. Testing misconduct encompasses acts or omissions occurring before, during, or after the administration of a state assessment, and includes, but is not limited to:

- 1) Accessing secure test booklets and/or answer sheets prior to the time allowed by New York State testing rules;
- 2) Duplicating, reproducing, or keeping any part of any secure examination materials;
- 3) Reviewing test booklets prior to test administration in order to:
 - a. Determine and record correct responses for use during testing;
 - b. Create pre-test lessons or discussions with students about concepts being tested; and/or
 - c. Create a "cheat sheet" for students to use during any state assessment, including but not limited to, sharing formulas, concepts, or definitions, necessary for the test;
- 4) Providing students clues or answers during test administration, including, but not limited to, one or more of the following actions:
 - a. Coaching students about correct answers;
 - b. Defining terms and concepts contained in the test;
 - c. Pointing out wrong answers to a student and suggesting that the student reconsider or change the recorded response;
 - d. Reminding students during testing of concepts they learned in class; and/or
 - e. Making facial or other non-verbal suggestions regarding answers.
- 5) Allowing any student more time to take an examination than is allowed for that student;
- 6) Leaving any materials displayed in the room containing topics being tested;

(Continued)

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REQUIREMENTS (Cont'd.)**

- 7) Writing test specific formulas, concepts, or definitions on the board prior to and while a state assessment is administered;
- 8) Reviewing a student answer sheet for wrong answers and returning it to a student with instructions to change or reconsider wrong responses;
- 9) Altering, erasing, or in any other way changing a student's recorded responses after the student has handed in his/her test materials; or
- 10) Rescoring portions of the test in order to add or find points so a student will pass; and/or
- 11) Encouraging or assisting an individual to engage in the conduct described above.

Mandatory Reporting Procedures

Individuals who become aware of testing misconduct committed by School District employees must complete and file an Incident Report Form on the website of the Office of Test Security and Educator Integrity. Individuals must provide clear, accurate information in making such reports, and must cooperate in the investigation of the complaint by the Test Security Unit.

Consequences

Individuals who engage in testing misconduct will be subject to an investigation by the Test Security Unit. Such investigations may result in corrective or disciplinary action by the State Education Department and/or the School District, including but not limited to:

- 1) Invalidation of student test scores;
- 2) The initiation of a disciplinary hearing pursuant to Section 3020-a of the Education Law or other relevant provisions of the law;
- 3) The initiation of sanctions under Part 83 of the Commissioner's Regulations; and/or
- 4) The revocation of the individual's teaching or school leader certificate.