

Jordan School District
Evaluation, Research and Accountability

2016-17 Principal's Testing Ethics Checklist

School: _____ Principal: _____

Instructions for Completing This Form

1. Initial each of the following items when completed.
2. When all items are completed, sign and date the form on the lines provided at the bottom.
3. Return the completed form to Linda Haas in Evaluation, Research and Accountability **on or before Friday, Sept. 9, 2016.**

- _____ 1) The 2016-17 "Standard Test Administration Testing Ethics presentation has been given to all teachers, and all other staff members who will be assisting with 2016-17 State-required assessments, SLO assessments, and other standardized assessments. (This presentation was adopted by the State Office of Education on August 8, 2014. **A signed roster of those who were in attendance at this presentation has been obtained and filed.**
- _____ 2) Copies of the document titled "Standardized Test Administration and Testing Ethics Policy Frequently Asked Questions" have been given to those who attended the "2016-17 Standard Test Administration Testing Ethics" presentation.
- _____ 3) All teachers, and all other staff members assisting with the administration of 2016-17 State-required assessments, SLO assessments, and other standardized assessments have been provided with a copy of the document titled "Standard Test Administration and Testing Ethics Policy for Utah Educators (Approved by Utah State Board of Education August 8, 2014)".
- _____ 4) A copy of the "Standard Test Administration and Testing Ethics Policy" sign-off form, signed during the 2016-17 school year, is on file for each teacher, and each classified staff members who will be assisting with the administration of 2016-17 State Required Assessments, SLO assessments, and other standardized assessments.

I certify that all of the above four items have been completed.

Principal's Signature

Date Signed

RETURN THIS DOCUMENT TO LINDA HAAS in "EVALUATIONS, RESEARCH, AND ACCOUNTABILITY" BY SEPTEMBER 9, 2016.