**Jordan School District**

**Evaluation, Research and Accountability**

**2018-19 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 Gaylene Miller in Evaluation, Research and Accountability **on or before Friday, Sept. 21, 2018.** |

\_\_\_\_\_\_\_ 1) The 2018-19 “Standard Test Administration Testing Ethics” presentation has been given to all teachers, and all other staff members who will be assisting with 2018-19 State- or Federally-required assessments, SLO and/or benchmark assessments, and other standardized assessments. (This presentation was adopted by the State Office of Education on August 2, 2018**. 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 “2018-19 Standard Test Administration Testing Ethics” presentation.

\_\_\_\_\_\_\_ 3) All teachers, and all other staff members assisting with the administration of 2018-19 State- or Federally-required assessments, SLO and/or benchmark 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 2, 2018).

\_\_\_\_\_\_\_ 4) A copy of the “Standard Test Administration and Testing Ethics Policy” sign-off form, signed during the 2018-19 school year, is on file for each teacher, and each classified staff member who will be assisting with the administration of 2018-19 State- or Federally-required assessments, SLO and/or benchmark 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 GAYLENE MILLER in the EVALUATION, RESEARCH, AND ACCOUNTABILITY DEPARTMENT BY SEPTEMBER 21, 2018.**