**Jordan School District**

 **Evaluation, Research and Accountability**

**2019-20 Principal’s Testing Ethics Checklist for *Classified* Employees**

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **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. 20, 2019.** |

\_\_\_\_\_\_\_ 1) The 2019-20 “Standard Test Administration Testing Ethics” presentation has been given to all classified staff members who will be assisting with 2019-20 State- or Federally-required assessments, SLO and/or benchmark assessments, and other standardized assessments. **A signed roster of those who were in attendance at this presentation has been obtained and filed.**

\_\_\_\_\_\_\_ 2) Copies of the document titled “Standard Test Administration and Testing Ethics Policy, 2019-20” have been given to all classified support staff who will participate in or administer State- or Federally-required assessments.

\_\_\_\_\_\_\_ 3) A copy of the “Standard Test Administration and Testing Ethics Training Signature Form, 2019-20” form, signed during the 2019-20 school year, is on file for each classified staff member who will be assisting with the administration of 2019-20 State- or Federally-required assessments, SLO and/or benchmark assessments, and other standardized assessments.

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

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Principal’s Signature Date Signed

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Principal Name School

**RETURN THIS DOCUMENT TO GAYLENE MILLER in the EVALUATION, RESEARCH, AND ACCOUNTABILITY DEPARTMENT BY FRIDAY, SEPTEMBER 20, 2019.**