**Jordan School District**

**Evaluation, Research and Accountability**

**2020-21 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. 18, 2020.** |

\_\_\_\_\_\_\_ 1) The 2020-21 “Standard Test Administration Testing Ethics” presentation (either in-person or using the video) has been given to all Education Support Professionals (classified staff) who will be assisting with 2020-21 state- or federally-required assessments.

\_\_\_\_\_\_\_ 2) Copies of the document titled “Standard Test Administration and Testing Ethics Policy, 2020-21” have been given to all Education Support Professionals 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, 2020-21” form, signed during the 2020-21 school year, is on file for each classified staff member who will be assisting with the administration of 2020-21 state- or sederally-required 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 18, 2020.**