

Intradistrict Communication

DATE: Thursday, August 27, 2020

TO: All Principals and District Department Directors/Consultants

FROM: Shelley Nordick, Ph.D., Administrator of Teaching and Learning
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2020-21 Required Testing Ethics Professional Development Procedures for
Classified Employees

Licensed teachers will do their testing ethics training as part of their annual crucial policies and procedures review. Principals *do not* need to train their teachers on testing ethics for the 2020-21 school year; however, **principals will need to conduct a training for any education support professionals (classified employees) who will assist with state- or federally-mandated testing.** This will include computer lab assistants who function as the school's test coordinator, any classroom aides that assist with testing (including DLM testing), literacy aides who assist with Acadience Reading testing or progress monitoring, or any office staff that assist test coordinators with state- or federally-mandated testing.

The three required procedures for completing this testing ethics professional development are listed on the "2020-21 Principal's Testing Ethics Checklist for Classified Employees" form, which is due to Evaluation, Research & Accountability by **Friday, September 18, 2020.**

As has been done in the past, principals may provide in-person training on testing ethics using the pdf slide deck attached with this memo. Alternatively, principals may refer education support personnel to the YouTube video that provides the same ethics training. Once education support personnel have been trained, either in-person or using the video, they are required to sign the "2020-21 Standard Test Administration and Testing Ethics Policy Training Signature Form." Principals are asked to keep these signed forms on file at the school.

There are several materials attached with this memo for your use:

- 2020-21 Principal's Testing Ethics Checklist – This form needs to be filled out and sent to Evaluation, Research & Accountability by **Friday, September 18, 2020.**
- Testing Ethics Presentation, 2020-21 – This is the pdf slide deck if principals choose to present the training in-person.
- 2020-21 Standard Test Administration and Testing Ethics Policy – This document should be distributed to every Education Support Professional that assists with state or federally-mandated testing.

- ESP Testing Ethics Video – This is the training video that may be used in lieu of in-person training. The video may also be found at this link: <https://youtu.be/ZjffVcR5FkE>
- Standard Test Administration and Testing Ethics Training Signature Form, 2020-21
– Principals should retain a signed copy of this form for all Education Support Professionals who assist with state- or federally-mandated testing.

Please contact Ben Jameson or Gaylene Miller in Evaluation, Research & Accountability with any questions.