

Jordan School District  
Evaluation, Research and Accountability

## 2023-24 Principal's Testing Ethics Checklist for *Education Support Professionals*

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. 22, 2023.**

- \_\_\_\_\_ 1) The 2023-24 "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 2023-24 state- or federally-mandated assessments.
- \_\_\_\_\_ 2) Copies of the document titled "Standard Test Administration and Testing Ethics Policy, 2023-24" have been given to all Education Support Professionals who will participate in or administer district, state or federally-mandated assessments.
- \_\_\_\_\_ 3) A copy of the "Standard Test Administration and Testing Ethics Training Signature Form, 2023-24" form, signed during the 2023-24 school year, is on file for each education support professional who will be assisting with the administration of 2023-24 district, state or federally-mandated assessments

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

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
School

**RETURN THIS DOCUMENT TO GAYLENE MILLER in the EVALUATION, RESEARCH, AND ACCOUNTABILITY BY FRIDAY, SEPTEMBER 22, 2023.**