

# Intradistrict Communication

DATE: Thursday, September 14, 2023

TO: All School Administrators and District Department Directors/Consultants

FROM: Carolyn Gough, Administrator of Teaching and Learning  
Ben Jameson, Director of Evaluation, Research and Accountability

SUBJECT: 2023-24 Required Testing Ethics Professional Development Procedures for  
*Education Support Professionals*

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Just a reminder from the August 17<sup>th</sup> JAM:

Licensed teachers will do their testing ethics training as part of their annual crucial policies and procedures review. School administrators *do not* need to train their teachers on testing ethics for the 2023-24 school year; however, **administrators will need to conduct a training for any education support professionals (classified employees) who will assist with district, 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, literacy aides who assist with Acadience Reading testing or progress monitoring, or any office staff that assist test coordinators with district, state or federally-mandated testing.

The three required procedures for completing this testing ethics professional development are listed on the "2023-24 Principal's Testing Ethics Checklist for ESPs" form, which is due to the Evaluation, Research & Accountability Department by **Friday, September 22, 2023.**

As has been done in the past, administrators may provide in-person training on testing ethics using the pdf slide deck attached with this memo. Alternatively, administrators 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 "2023-24 Standard Test Administration and Testing Ethics Policy Training Signature Form." Administrators are asked to keep these signed forms on file at the school.

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

- 2023-24 Principal's Testing Ethics Checklist or ESPs – This form needs to be filled out and sent to Evaluation, Research & Accountability by **Friday, September 22, 2023.**
- Testing Ethics Presentation, 2023-24 – This is the slide deck if principals choose to present the training in-person.
- 2023-24 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: [ESP Testing Ethics Video](#)
  - Standard Test Administration and Testing Ethics Training Signature Form, 2023-24 – Administrators should retain a signed copy of this form for all Education Support Professionals who assist with district, state or federally-mandated testing.

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