

## Testing Ethics

Board Policy: C-9  
Adopted: May 10, 1993  
Revised: October 13, 1997

### I. General Policy Statement

The Board recognizes that standardized testing is an integral part of the educational experience of students. The Board supports the teaching of general test-taking skills to develop awareness of strategies which might enhance performance on tests. The North Carolina Statewide Testing Program is designed to:

- . help school personnel evaluate programs and make curricular decisions
- . provide school personnel with information necessary to plan instruction
- . help teachers identify strengths and weaknesses of students and offer them a measure to chart student growth
- . give parents an independent measure of their child's relative success in school

All instructional and clerical staff involved in standardized testing are expected to commit and adhere to the following code.

### II. Security

- A. Test materials shall be stored in a secure place prior to and following administration.
- B. Only school personnel with legitimate need shall have access to test materials.
- C. Test booklets or test items are not to be copied. Test items shall not be shared with students prior to or after testing.
- D. Test administration procedures shall be strictly followed paying express attention to directions outlined by the test publisher.
- E. Test materials shall be carefully counted and distributed prior to administration and accounted for and returned following testing.
- F. Any breach of security, loss of materials, failure to account for materials or other deviation from acceptable security procedures shall be reported to the principal and test coordinator. Security infractions could lead to disciplinary action.

### III. Administration

- A. The testing coordinator shall train school administrators who shall, in turn, instruct test administrators, proctors and others involved on proper test administration procedures.
- B. Administrators of tests shall conscientiously follow these administrative procedures during testing:
  - 1. Create a positive environment to reduce stress.
  - 2. Read the directions word for word (without modification).
  - 3. Abstain from rephrasing directions and/or terms.
  - 4. Adhere to the time schedules.
  - 5. Abstain from providing verbal and/or non-verbal cues.
  - 6. Abstain from teaching items on the test or stopping in the middle of a test to teach something unfamiliar to students.
  - 7. Abstain from coaching of students on specific test content.
- C. Any divergence from these practices must be documented and reported to the principal and test coordinator.

### IV. Editing and Scoring

School personnel charged with editing and scoring must maintain the highest ethical standards. Those who edit shall follow directions provided by the test publisher and the testing coordinator. No alterations to the students' efforts should result from the editing process. Scorers shall follow the scoring directions and check periodically for accuracy.

### V. Reporting

- A. Reporting and interpreting test results to the school's constituents is an important task which must not be taken lightly. The Board recognizes the importance of communicating with parents and guardians on a frequent basis. School personnel will receive proper training in reporting and interpreting test results. Personnel reporting and interpreting test results shall be knowledgeable regarding the following test related items:
  - 1. Description of the test
  - 2. Description of the subject matter covered
  - 3. Meaning of the scores
  - 4. Warning about common misinterpretations
  - 5. Intended use of the scores

- B. Reporting and interpreting shall follow the rules and regulations clearly delineated in the Family Rights and Privacy Act. School personnel have a responsibility to be factual and use professional judgement in reporting.
- C. School personnel shall avoid any direct comparison of individual student scores and no student shall be identified except when reporting to the child's parents or guardian.
- D. Individual test scores are best presented as approximations and it is preferable to report test results as limited score range.

VI. State Released Test Items

- A. Reproduction of state released test items shall be done on a needs basis for reasons such as analysis or retesting. Reproduction of test items can be used for instructional purposes such as teaching specific concepts and/or skills.
- B. Reproduction of state released test items which involve copyrighted materials shall be done following permission granted from the North Carolina Department of Public Instruction (DPI).
- C. In accordance with Board Policy SA-13 Student Accountability, students shall **be** retested using only the forms released by DPI.
- D. All original released test forms shall be housed at the Central Office under normal security. (See Section II)

VII. Policy Violation

- A. Breaches in security, administration, scoring, reporting and interpreting scores cannot be permitted to occur without repercussions. Failure to observe the regulations contained herein shall lead to disciplinary action which could lead to dismissal.
- B. Anyone with knowledge of a violation of this policy is obligated to inform the principal. The principal shall notify the Testing Coordinator. The Testing Coordinator and the principal shall investigate policy violations.