

# Intradistrict Communication

DATE: July 1, 2016

TO: Principals

FROM: Administrators of Schools  
Laura Finlinson, Administrator of Curriculum and Staff Development  
Clyde Mason, Director of Evaluation, Research and Accountability *CM*

SUBJECT: 2016-17 Required Testing Ethics Professional Development Procedures

---

Instructions, materials, and documentation forms for the required 2016-17 Testing Ethics professional development, are being sent to schools via the Jordan Administrative Memo (JAM). These materials will also be available online at <http://assessments.jordandistrict.org/ethics/>. The four required procedures for completing this testing ethics professional development are listed on the “2016-17 *Principal’s Test Ethics Checklist*” form provided in the materials.

It is important that all school leaders and teachers be reminded that the professional testing ethics required for all State-mandated assessments such as SAGE, ACT, and WIDA Access, also apply to all District-mandated assessments such as benchmark tests, SLO assessments, and other District-created assessments including MasteryConnect® assessments. Students must not be given secured assessment questions as homework or discussion items. Any use of secured assessment questions for instruction, discussion, or homework compromises the validity and integrity of the assessment questions and constitutes a violation of professional testing ethics protocol.

Principals are to make sure that teachers understand that professional testing ethics must be followed when working with District-mandated as well as State-mandated assessments. Principals are also to remind teachers that any potential disciplinary action specified for violating professional testing ethics on State-mandated assessments, also applies to any violation of professional testing ethics on District-mandated assessments.