

Code of Ethics Guidelines for Student Assessment

The chart below provides guidance for sanctions of Ethics violations by educators. The sanctions (1, 2, 3, 4 & 5) listed below are intended to be progressive. Repeated violations have escalating consequences, which shall include additional sanctions at the local system level. Proposed sanctions are as follows:

1. System Reprimand. **2.** PSC Reprimand. **3.** PSC Suspension w/out pay. **4.** PSC Revocation. **5.** PSC sanction based on situation

Before the Test Session – It is inappropriate and unethical to:		Sanctions
1. Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.		3 - 4
2. Use of test items and prompts prior to administration for instructional purposes.		3
3. Discourage students from putting forth optimal effort based on purpose of the test.		1 - 2 - 3
4. Review or provide answers to test questions.		3 - 4
5. Possess unauthorized copy(ies) of state tests.		3 - 4
6. Reclassify students solely for the purpose of avoiding state testing.		3 - 4
During the Test Session – It is Inappropriate and Unethical to:		Sanctions
7. Vary from the directions outlined in the administration manual (i.e. time, reading verbatim, etc.)		1 - 2 - 3 - 4
8. Read any parts of the test to students except where indicated in the directions (unless indicated by an IEP, IAP, or TPC).		1 - 2 - 3 - 4
9. Fail to provide state approved accommodations as prescribed in a student's IEP, IAP, or TPC plan OR provide accommodations that are not included in the IEP, IAP, or TPC plan.		1 - 2 - 3 - 4
During the Test Session – It is Inappropriate and Unethical to:		Sanctions
10. Interpret, explain, or paraphrase the test items.		1 - 2 - 3 - 4
11. Define or pronounce words used in the test.		1 - 2 - 3 - 4
12. Coach (comments or gestures of any kind) students during the test, including remarks about quality or quantity of student work.		2 - 3 - 4
13. Provide answers to test questions.		3 - 4
14. Reveal all or any part of copyrighted tests to students or others, in any manner, oral or written, prior to test administration unless directed by the DOE.		3 - 4
15. Use test items and prompts prior to administration for instructional purposes.		3
16. Fail to provide an appropriate testing environment (e.g. instructional materials removed/covered).		1 - 2
After the Test Session– It is Inappropriate and Unethical to:		Sanctions
17. Make inaccurate reports, unsubstantiated claims, inappropriate interpretations, or otherwise false and misleading statements about assessment.		5
18. Discuss test items or answers.		1 - 2 - 3
19. Erase or change student answers.		3 - 4
At Any Time During Test Administration, It is Inappropriate and Unethical to:		Sanctions
20. Not account for all secure test materials as provided by the school test coordinator at any time during test administration.		3 - 4
21. Compromise the integrity of the assessment.		5
22. Fail to report possible ethical violations by any professional.		5

****"Test session" means any time during the test administration process. This could include training sessions, test sessions over multiple days of the same test, or the time following test administration when materials are still in the school buildings/systems.*

In the event of a violation of the Code of Ethics for Testing, the PSC may, in accordance with its rules, impose any one or more of the following: Reprimand, Suspension, or Revocation.