

Title: TESTING CODE OF ETHICS

Test Security

1. County school personnel responsible for the testing program shall develop appropriate procedures to ensure maximum test security.
2. Before test administration, materials are to be carefully counted and distributed in an orderly fashion according to instructions provided with the test. After testing, all test booklets and answer sheets should be accounted for and returned to a centrally located, secured facility. A serial number is printed on each test booklet to assist in inventory. A copy of the inventory of test booklets for grades 3, 6, 9 and 11 shall be provided to the West Virginia Department of Education.
3. Test materials must be stored under lock and key prior to and following administration.
4. Any breach of security, loss of materials, or other deviation from acceptable security procedures must be reported in writing to the principal, county test coordinator and the county superintendent.
5. Access to test booklets is restricted to the test administration period. Test booklets or questions are not to be copied or paraphrased.
6. School personnel responsible for the testing program must be properly instructed in test administration procedures.

Test Administration

1. Administrators of standardized tests must rigorously follow the appropriate administrative procedures. Responsibilities include establishing a positive environment.
2. Students and parents are to be:
 - a. given proper notification before testing.
 - b. provided information on the purposes of test and uses of test results.
 - c. informed of and encouraged to follow test preparation procedures.
3. Students should be taught general test-taking skills rather than taught specific content. Test materials indicating reproduction or modifications should not be used.

4. The testing environment is to be reasonably comfortable and well-lighted. There should be minimal opportunity for distraction. All materials to be used by students should be readable and understandable. Testing sessions must be monitored to ensure students' comfort, as well as to maintain proper administrative procedures.
5. The test environment should be emotionally neutral. The demeanor of the test administrator should be positive.

Specific Areas of Concern

1. Intentional Teaching of the Test

Specific test items shall not be intentionally taught. The intentional utilization of any test item from any form of the test in any manner is a violation of the Code of Ethics.

The Gilmer County Board of Education encourages test analysis for the purpose of instructional improvement.

2. Adopted Testbooks, Practice Tests and Reinforcement Materials

All students should have access to test taking materials purchased by the county. A recommended list of those materials should be provided to county test coordinators.

3. Testing Procedures

Gilmer County will test all grades K-12. The county will follow the state test schedule. The county test coordinator or designee will administer norm-referenced tests to students in authorized home schools as requested.

The county test coordinator will determine the date and the number of days in which the test will be given and the test schedule.

A school monitor (principal/central office staff member) will be assigned to each school by the county test coordinator. Monitors will be responsible for the distribution and collection of all testing materials and general monitoring of test administration. Test booklets will be distributed to test administrators as close to the day of testing as possible. Test administrators/assistants shall be limited to professional school staff and classroom aides.

The only assistance given by test administrators shall be in the mechanics of taking the test. Indicating a correct response in any manner is a violation of the Code of Ethics.

The test administrator and assistant should follow test giving directions exactly (word for word) as indicated in the examiners' manual. Paraphrasing in any manner is prohibited.

Test administrators shall outline in writing to the school monitor any alleged incident of testing irregularity. The school monitor shall forward written comments with the student's test booklet or answer sheet to the county test coordinator for final determination.

Each school shall be accountable for the number of students tested per grade. A report reflecting those not tested or submitted for exclusion from scoring shall be forwarded to the county test coordinator as directed.

All students shall be afforded the opportunity to make up the test or subsections thereof under the same conditions as outlined in this policy within one week of the completion of the county testing schedule.

Damaged test booklets shall be returned to the county test coordinator to be destroyed.

Interpretation of test results shall be made available to students and parents.

School and county staff should periodically receive staff development training in testing procedures, including test security, administration, interpretation and results utilization.

Should any individual be in violation of the Code of Ethics after due process procedures have been followed, this violation shall result in disciplinary action.

Reference: West Virginia Department of Education, Testing Code of Ethics, 1991.

Approved: 12/12/94

ADDENDUM - TESTING CODE OF ETHICS

School-Based Certification
Code of Ethics
State/County Testing Program Guidelines
Gilmer County Schools

The guidelines set forth in the Code of Ethics have been met in our school as follows:

A. Teaching the Test

Personnel in the school have not utilized the test items in any manner in the instructional process.

B. Practice Test and Reinforcement Materials

Personnel in the school have not utilized practice test and reinforcement material of any type or in any manner in the instructional process other than those developed by major companies, textbook publishers and the West Virginia Department of Education as approved by the Code or teacher-developed materials that do not violate the teaching of the test provisions of this Code.

C. Test Storage

All tests have been stored and kept secure within the provisions of the Code, accounted for and returned to a centrally located, secured facility. Damaged tests have been returned to the county test coordinator.

D. Test Distribution

All tests have been distributed within the provisions of this Code.

E. Timing the Tests

All tests have been administered within the time limits specified in the Test Administration Manual as required by the Code.

F. Test Administration

Personnel in the school have not coached students in any manner that assisted them in selecting the correct answer.

G. Population to be Tested

All students in the school have been tested under the provisions of the Code and state guidelines. A report listing any exceptions is attached to be filed with the county test coordinator.

I. Collection and Scoring

Personnel in the school have not altered answer sheets for any reason (with exception of erasing stray marks and darkening responses as required) at the classroom, school and/or county level.

- I. A written explanation has been provided for any exceptions to the guidelines as set forth in the Code of Ethics.

Name of District

Name of School

School Principal

Date

This certification form must be signed by the school principal and included with the answer sheets when they are forwarded to the central office along with the report of any testing exclusions. This form should be filed at the county central.