

STAFF ETHICS FOR TESTING

Standardized test results are the basis for a variety of local, state, and national reports used for funding and accountability purposes. It is critical that each student has the opportunity to be properly prepared for testing and takes any standardized assessment in an optimal environment. For reliable and valid student, staff, and school accountability reporting, assessments need to be administered in a fair and ethical manner. The Indian River School District expects that all staff will follow the *State Assessment System Security and Violations* regulations as stated in Delaware Code, Title 14, Chapter 1, Subchapter IV, Sections 170-174.

IRSD staff are required to participate in the Test Security training provided by the Department of Education, the district and the school each year. IRSD staff are expected to report any testing or data reporting irregularities to the principal or the School Test Coordinator immediately.

Upon learning of a potential testing or data violation, the district will conduct an initial screening and alert the superintendent and the Delaware Department of Education (DOE). With guidance from DOE, the superintendent's designee will conduct interviews, and subsequently write and submit the appropriate reports to the superintendent and DOE. The Superintendent and/or his/her designee will determine the most appropriate consequences.

In general, the staff member's consequences for testing and data violations are listed in Delaware Code, Section 174, *Civil sanctions for violations*. For staff members, the Delaware Code lists additional possible consequences determined by the School Board as "such personnel sanctions as might otherwise be imposed by the individual's employer for an act of misconduct." In Indian River School District, those sanctions may include one or more of the following: a warning letter, a letter of reprimand with disciplinary actions, an improvement plan, a temporary removal from duties, a suspension, a termination of the contract, and/or a recommendation for suspension/revocation of license. DOE will also pursue its own sanctions of department-licensed individuals for testing irregularities and breaches. If the finding by DOE is that the employee is suspended from testing for a period of time, the employee will be suspended or terminated from his/her position for not being able to perform any and all the duties of the job.

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