Georgia Professional Standards Commission

Educator Ethics Complaint Form for Testing Violations

Provide the following information about the Educator alleged to have violated the Code of Ethics:		
Name	Employment Position	Date of alleged violation
School System	School or Program	
Test involved	Principal	
	School Test Coordinator	
To be completed by the Educator's school system Personnel Department.		
Home Address	Social Security Number	Home Phone: Work Phone:

Most Common Violations of the Code of Ethics for Educators Related to Testing	**Describe how the educator has allegedly breached the Code of Ethics.**
Check only those that apply.	
_____ **Did not train examiners or proctors**	
_____ **Violated Test Confidentiality Requirement**	
_____ Discussed/divulged test questions, prompts or answers	
_____ Copied or took notes on test items	
_____ Taught test item content to students	
_____ Assisted/coached students during the test	
_____ **Test Administration Issues**	
_____ Did not establish or follow system/school test procedures	
_____ Did not count test material upon receipt	
_____ Did not secure testing material	
_____ Did not communicate/follow special accommodations	
_____ Did not administer the test as instructed	
_____ Administered test outside the testing window	
_____ Allowed students too much or too little time	
_____ Displayed instructional material in the testing area	
_____ Inappropriate use of dictionaries, calculators, computers, etc.	
_____ Did not monitor administration of the test	**What was DOE's response to your report of this incident?**
_____ Lost answer sheet, test or scripted manual	
_____ **Changed student answers**	
_____ **Encouraged students to not take the test**	
_____ **Violated Student Confidentiality**	
_____ **Other (Explain in description section)**	**Was the Test invalidated?**

Attach a list of witnesses and other persons who have knowledge of the facts alleged in the complaint. Include names, addresses and telephone numbers if known. Attach pertinent documentation or evidence (i.e., Verification of training on the test in question, handouts, system and/or school testing procedures, copies of documents related to complaint, etc.)

Complainant - *Person Filing the Complaint*	**Other Comments**
Name	
Position	
Phone:	
Address	
Signature Required Date	

An unsigned complaint cannot be processed.

Mail to: Educator Ethics, 200 Piedmont Avenue, Suite 1712, Atlanta, GA 30334-9032
OR Email to: Ethics@gapsc.com
Contact numbers: (404) 232-2700 or (800) 537-5996, FAX (404) 232-2720.

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