CRT Ethics Check List

* Personnel who administer tests are trained and are accountable for **ethically** administering tests.
* All information in the Test Administration Manual (TAM) for each test is **administered and strictly followed**.
* Active test proctoring occurs, which includes **walking around the room** to make sure that each student is logged into the correct test and is at the correct workstation.
* Test materials are **secure** before, during, and after testing.
* When not in use, all **materials must be locked** where students, parents or the public cannot gain access.
* Educators must not enter a student’s computer based test for any reason.
* **Educators must not copy, in whole or in part, specific items appearing on a test**.
* Educators **may not change student answers** in any way, for any reason.
* It is unethical for educators to jeopardize the integrity of an assessment or the validity of student responses.

Unethical practices include:

* **Providing students with questions from the test to review before taking the test.**
* **Viewing a test, then changing instruction or reviewing specific concepts because those concepts appear on the test.**
* **Rewording or clarifying questions, or using inflection or gestures to help students answer.**
* **Allowing students to use unauthorized resources to find answers, including having materials on walls that provide answers to specific test questions.**
* **Reclassifying students to alter subgroup reports.**
* **Allowing parent volunteers to assist with the proctoring of a test their child is taking or using students to supervise other students taking a test.**
* **Reviewing a student’s answers and instructing the student to, or suggesting that the student should, rethink his/her answers.**
* **Copying, in whole or in part, specific items appearing on a test.**

What is Appropriate?

* If my student is to get a valid and reliable score that accurately portrays his/her ability to understand the material, will this action prevent the student and parent from receiving an accurate score that represents the student’s knowledge and understanding of the curriculum?
* Would my practice change if I were being monitored?
* If my student is to get a valid and reliable score that accurately portrays his/her ability to understand the material, will this action allow the student to answer a question that does not reflect his/her knowledge?
* If the action did not occur, would the student response be different?

