

Appendix H

Teacher Signature Sheet

Ethical practices for administering North Carolina assessments include but are not limited to (1) informing students about the assessments and why the assessments are important, (2) informing students and parents how the assessments and results will be used, (3) ensuring all eligible students take the assessments, (4) encouraging students to attempt to respond to all assessment items and do their best, (5) preparing students to take the assessments, and (6) sharing the results of the assessments along with any available interpretation of the scores with students and parents within the allotted timelines. In addition, the importance of maintaining test security at all times must be stressed. Ethical practices ensure validity of the results.

Testing should be conducted in a fair and ethical manner, which includes:

Security

- assuring adequate security of the testing materials before, during, and after testing and during scoring
- assuring student confidentiality

Preparation

- training staff in appropriate testing practices and procedures
- providing an appropriate atmosphere

Administration

- developing a local policy for the implementation of fair and ethical testing practices and for resolving questions concerning those practices
- assuring all students who should be tested are tested

Scoring, Analysis and Reporting

- interpreting assessment results to the appropriate audience
- providing adequate data analyses to guide curriculum implementation and improvement

School Name

Printed Teacher Name

Teacher Signature

Date