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TO: All School Administrators and District Department Directors/Consultants

FROM: Carolyn Gough, Administrator of Teaching and Learning
              Ben Jameson, Director of Assessment, Research and Accountability

SUBJECT: 2025-26 Required Testing Ethics Professional Development Procedures for
            Education Support Professionals

For the 2025-26 school year, **administrators will need to conduct a training on the state's testing ethics policy for all licensed educators as well as any education support professionals (ESPs) who will assist with district-, state- or federally-mandated testing.**   All licensed educators will need to be trained on the policy. Administrators will want to consider including computer lab assistants who function as the school's test coordinator, any classroom aides that assist with testing, literacy aides who assist with Acadience Reading or Math testing or progress monitoring, or any office staff that assist test coordinators with district-, state- or federally-mandated testing.

The three required procedures for completing this testing ethics professional development are listed on the "*2025-26 Principal's Testing Ethics Checklist for ESPs*" form, which is due to Assessment, Research & Accountability by **<u>Friday, September 19, 2025</u>**.

As has been done in the past, administrators may provide the testing ethics training themselves using the Google slide deck linked in this memo.   Alternatively, administrators may show the YouTube video linked below to school personnel.   The video provides the same information as the slide deck.   Once school personnel have been trained, either by a school administrator or using the video, they are required to sign the "2025-26 Standard Test Administration and Testing Ethics Policy Training Signature Form."   Administrators are asked to keep these signed forms on file at the school.

There are several materials attached with this memo for your use:
- **2025-26 Principal's Testing Ethics Checklist** – This form needs to be filled out and sent to Assessment, Research & Accountability by **Friday, September 19, 2025**.
- **Testing Ethics Presentation, 2025-26** – This is the slide deck if administrators choose to present the training in-person.
- **2024-25 Standard Test Administration and Testing Ethics Policy** – This document should be distributed to every licensed educator as well as any ESPs that assist with district-, state- or federally-mandated testing.
- **Testing Ethics Video** – This is the training video that may be used in lieu of a

school administrator providing the training, though it is still recommended that school personnel view the video together.   The video may also be found at this [YouTube link](#).

- **[Standard Test Administration and Testing Ethics Training Signature Form, 2025-26](#)** – Administrators should retain a signed copy of this form for all licensed educators as well as any ESPs who assist with district-, state- or federally-mandated testing.
- **[Testing Ethics Policy FAQ](#)** – Administrators should distribute this FAQ document to all licensed educators and any ESPs that assist with district-, state- or federally mandated testing.

Please contact Ben Jameson or Gaylene Miller in Assessment, Research & Accountability with any questions.