

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION
Series: I26A - Testing Ethics

26.01 Employee Responsibilities. All employees involved in the testing process are expected to adhere to the pertinent requirements set forth in the *West Virginia Testing Code of Ethics*, as well as the requirements included within this administrative regulation.

26.02 School Based Requirement. The following school-based testing requirements must be observed:

26.02.1 Teaching the Test – Personnel in the school will not utilize the test items in any manner in the instructional process.

26.02.2 Practice Test & Reinforcement Materials – Personnel in the school will not utilize practice test and reinforcement material of any type or in any manner in the instructional process other than those developed by major companies, textbook publishers and the West Virginia Department of Education as approved by the Code **or** teacher-developed materials that do not violate the teaching of the test provisions of the Code.

26.02.3 Test Storage – All tests will be stored and kept secure within the provisions of the Code, accounted for, and returned to a centrally located, secured facility. Damaged tests will be returned to the county test coordinator.

26.02.4 Test Distribution – All tests will be distributed within the provisions of the Code.

26.02.5 Timing the Tests – All tests will be administered within the time limits specified in the Test Administration Manual as required by the Code.

26.02.6 Test Administration – Personnel in the school will not coach students in any manner that assists them in selecting the correct answer.

26.02.7 Population to be Tested – All students in the school will be tested under the provisions of the Code and state guidelines.

26.02.8 Collection and Scoring – Personnel in the school will not alter answer sheets for any reason (with the exceptions of erasing stray marks and darkening responses as required) at the classroom, school and/or county level.

26.02.9 A written explanation will be provided for any exceptions to the guidelines as set forth in the *Code of Ethics*.

26.03 Communication of Testing Requirements. The principal of each school shall, on an annual basis, cause to be reviewed by professional staff the requirements of this administrative regulation. The Counselor who is designated as the testing coordinator in each school shall provide a copy of this regulation, along with a copy of the *West Virginia Testing Code of Ethics*, to accompany the annual distribution of testing materials.

Reference: West Virginia Testing Code of Ethics

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