

Ethical Testing Acknowledgment Form

Before registering students for end of course CTE Assessment please read and acknowledge the following ethics statement.

Data collected from state-wide end of course CTE assessments is submitted to the federal government to ensure the continued funding of all Career and Technical Education programs. Observing the highest ethical standards during testing is essential to preserving the integrity of Arkansas' reporting data. CTE instructors should read and adhere to the following guidelines:

- The purpose of CTE assessment is to improve educational experiences of students
- It is the personal responsibility of each teacher to ensure the ethical proctoring of any given CTE assessment
- All information used during registration or gathered during the CTE assessment process should be treated confidentially **and not distributed**. This includes personal student information as well as **any CTE assessment questions or answers**
- Classroom instruction prior to a CTE assessment should focus on the curriculum frameworks for that course. Instructors should not **limit** instruction to specific framework objectives they have identified as appearing on the CTE assessment
- Instructors should not improperly exempt certain students from CTE assessment
- Instructors should not discourage students or parents of students regarding participation in CTE assessment
- Instructors should not provide students with correct answers in any form during or prior to live CTE assessment
- Instructors should not allow a single student to test for the purpose of recording CTE assessment questions/answers, then allowing other students to use this record to test more successfully
- Instructors administering CTE assessments agree to familiarize themselves with testing procedures, policies, and directions in advance. Any deviation from established procedures, policies or directions may invalidate testing

The Department of Career Education has the ability to electronically monitor unethical testing behavior in the live testing environment. Any behavior deemed unethical according to the above standards will be immediately reported to school administrators. Consequences for unethical testing can range from withdraw of school Perkins funding, to the dismissal of the instructor involved.

By proceeding, I acknowledge that I have read the above ethical guidelines and agree to adhere to these standards or be subject to any/all appropriate consequences.

Please provide the following contact information:

Name

School

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