

Testing Ethics Violation Procedures

1. Report to the Assessment Director

- When a testing ethics violation is suspected or reported, as outlined in the Standard Test Administration and Testing Ethics Policy, the school must:
 - Conduct a prompt and thorough investigation to gather facts.
 - What occurred
 - Who was involved
 - When and where it happened
 - Evidence
 - Interview involved parties (educators, proctors, students if necessary).
 - Document all findings carefully and objectively.
 - Makes a determination about the validity and severity of the violation.

2. Escalate if Necessary

- If the violation/findings are of serious concern (e.g., intentional misconduct, pattern of unethical behavior):
 - The incident may be forwarded to the Utah Professional Practices Advisory Commission (UPPAC).
 - UPPAC may conduct its own investigation to assess professional misconduct.

3. Consequences if Violation is Substantiated

If the violation is confirmed, possible consequences include:

- Additional training on testing ethics for the educator or staff member.
- A formal reprimand.
- Disciplinary action, which could include suspension or reassignment.
- Termination of employment in severe cases.
- Revocation or suspension of the Utah teaching license by UPPAC.