

## **Procedure for Testing Ethics Violation**

1. Faculty or staff who are aware of any violation with testing ethics are to report the violation to the principal and superintendent.
2. The Campus Principal and Superintendent will conduct an investigation into any allegation of testing ethics including the following:
  - a. Interviews with any who may have witnessed the violation
    - i. The faculty/staff member who is accused
    - ii. Students
    - iii. The person/persons who reported the violation
3. Upon the completion of the investigation a determination will be made. If the violation impacts the validity or reliability of test results the following consequences will occur:
  - a. Reporting of the violation to the USBE and UAPPC
  - b. Letter of Reprimand in Personnel File
  - c. Other action as determined by the USBE
  - d. Suspension with/without pay
4. If the investigation shows it does not impact the validity and reliability of test results the following will include one or more of the following:
  - a. Review of testing ethics
  - b. Letter of Reprimand in Employee file
  - c. Corrective Action Plan that the employee must complete