

Ethical Code¹

The Director and staff will

1. Be knowledgeable about, and behave in compliance with state and federal laws
2. Be responsible in the administration of assessment
 - a. Conduct a thorough review and evaluation of available assessment strategies and instruments that might be valid for the intended purpose
 - b. Avoid any conflict of interest by disclosing any associations or affiliations with assessment authors/publishers with the assessments under consideration for purchase
 - c. Inform participants about the assessment prior to administration including purpose, uses, scoring, and dissemination of results
 - d. Provide reasonable opportunities for individuals to ask questions about the assessment procedures or directions prior to and during the administration of the assessment
 - e. Administer standardized assessments according to prescribed procedures and conditions
 - f. Avoid any conditions in the conduct of the assessment that might invalidate the results
 - g. Ensure the accuracy of assessment results by conducting reasonable quality control procedures during scoring and/or electronic data entry
 - h. Comply with all necessary security precautions for the administration of assessment and storage of results
3. Be responsible in the development of assessment
 - a. Develop assessment services that are as free as possible from bias due to gender, ethnicity, race, socioeconomic status, disability, religion, age, or sexual orientation
 - b. Plan for and provide accommodations for those with disabilities and other special needs
 - c. Use copyrighted materials in accordance with state and federal law
 - d. Correct any substantive inaccuracies in assessments or their support materials as soon as feasible
4. Promote the understanding of sound assessment practice
 - a. Caution users in clear language against data misuse, misinterpretation and misrepresentation of data
 - b. Develop reports and support materials that promote understanding of assessment results
 - c. Make available information about assessment development, administration, procedures, evaluation and use of collected information
 - d. Provide fair and balanced perspectives when teaching about assessment
 - e. Thoroughly review and evaluate available assessment strategies and instruments that might be valid for the intended uses
5. Protect the rights of those participating in assessment
 - a. Guard the right to privacy for all participants

¹ from Schmeiser, Cynthia B., et al. *Code of Professional Responsibilities in Educational Measurement*. National Council on Measurement in Education, 1995.

- b. Inform participants about the assessment prior to administration including purpose, uses, scoring, and dissemination of results
 - c. Release summary results of the assessment only to those persons entitled to such information
6. Communicate the results of assessment in a fair manner
- a. Communicate the results of assessment to all appropriate audiences in an understandable and timely manner, including proper interpretations and likely misinterpretations
 - b. Inform those involved in the assessment process how assessment results may affect them
 - c. Provide to those who receive reports information about the assessment, its purposes, limitations, and its uses necessary for the proper interpretation of the results

By signing below, the IR employee acknowledges receipt of and intention to conduct all functions of the Office of Institutional Research in accordance with the ethical code of behavior outlined above.

Signature

Date