

**Georgia Professional Standards Commission
Educator Ethics Complaint Form for Testing Violations**

Provide the following information about the Educator alleged to have violated the Code of Ethics:				
Name	Employment Position	Date of alleged violation		
School System	School or Program			
Test involved	Principal			
	School Test Coordinator			
<i>To be completed by the Educator's school system Personnel Department.</i>				
Home Address	Social Security Number	Home Phone:		
		Work Phone:		
Most Common Violations of the Code of Ethics for Educators Related to Testing	Describe how the educator has allegedly breached the Code of Ethics.			
<p>Check only those that apply.</p> <p><input type="checkbox"/> Did not train examiners or proctors</p> <p><input type="checkbox"/> Violated Test Confidentiality Requirement</p> <p><input type="checkbox"/> Discussed/divulged test questions, prompts or answers</p> <p><input type="checkbox"/> Copied or took notes on test items</p> <p><input type="checkbox"/> Taught test item content to students</p> <p><input type="checkbox"/> Assisted/coached students during the test</p> <p><input type="checkbox"/> Test Administration Issues</p> <p><input type="checkbox"/> Did not establish or follow system/school test procedures</p> <p><input type="checkbox"/> Did not count test material upon receipt</p> <p><input type="checkbox"/> Did not secure testing material</p> <p><input type="checkbox"/> Did not communicate/follow special accommodations</p> <p><input type="checkbox"/> Did not administer the test as instructed</p> <p><input type="checkbox"/> Administered test outside the testing window</p> <p><input type="checkbox"/> Allowed students too much or too little time</p> <p><input type="checkbox"/> Displayed instructional material in the testing area</p> <p><input type="checkbox"/> Inappropriate use of dictionaries, calculators, computers, etc.</p> <p><input type="checkbox"/> Did not monitor administration of the test</p> <p><input type="checkbox"/> Lost answer sheet, test or scripted manual</p> <p><input type="checkbox"/> Changed student answers</p> <p><input type="checkbox"/> Encouraged students to not take the test</p> <p><input type="checkbox"/> Violated Student Confidentiality</p> <p><input type="checkbox"/> Other (Explain in description section)</p>	<p>What was DOE's response to your report of this incident?</p> <p>Was the Test invalidated?</p>			
<p><i>Attach a list of witnesses and other persons who have knowledge of the facts alleged in the complaint. Include names, addresses and telephone numbers if known. Attach pertinent documentation or evidence (i.e., Verification of training on the test in question, handouts, system and/or school testing procedures, copies of documents related to complaint, etc.)</i></p>				
Complainant - Person Filing the Complaint			Other Comments	
Name				
Position				
Phone:				
Address				
Signature Required				
Date				

An unsigned complaint cannot be processed.

**Mail to: Educator Ethics, Two Peachtree Street, Suite 6000, Atlanta, GA 30303-3141
Contact numbers: (404) 232-2700 or (800) 537-5996, FAX (404) 232-2720.**