



## Office of Institutional Effectiveness Ethical Data Research and Use Code<sup>1</sup>

The Executive Director, staff and faculty 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
  - 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 Effectiveness and/or related data activities in accordance with the ethical code of behavior outlined above.*

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Signature

Date