

Form 9.2c

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
1717 Philo Road, Suite 24
Urbana, IL 61802-6099

Ethics, The Assessment Process and Confidentiality Statement

Please read the following statements and sign:

ETHICS and THE ASSESSMENT PROCESS

The judgments and decisions made within a promotional process will affect the lives and career potential of the candidates involved in the process. Please ensure you are putting forth your best effort during the process so you may completely fulfill your responsibility as an assessor. You must avoid biased and outside influences in making your observations and evaluations. You must treat candidates fairly and equally, with no preferential treatment of candidates. All exercise content and rating criteria should be treated as confidential. Finally, you should treat your observations and ratings as confidential.

CONFIDENTIALITY STATEMENT

Please understand that the exam you are about to assess is considered highly confidential and must remain secure. This exam, including all of the questions, answers, and any other testing components or protocols, shall remain confidential at all times. Any breach of confidentiality or security of this exam, or the exam process, by using false information, impersonating a candidate, communicating test material during the examination or by using any deceptive method of cheating is considered a violation of the State Universities Civil Service Act [110ILCS 70/37]. Possessing, disclosing, transmitting, reconstructing or reproducing any confidential material contained in this exam is also considered a violation of the Act. Any violation of the Act has severe employment and criminal consequences.

Except for materials specifically and explicitly authorized by the State Universities Civil Service System (University System) office, you may not bring anything into the testing room, or remove anything from the testing center. Any device or material which may be used to secure confidential testing information, or which may be used to improve a candidate’s final test score or reduce the final score of anyone else, is strictly prohibited. If you have any questions about this, or observe anyone violating these requirements, please contact the University System office immediately.

By signing this agreement, you agree to abide by the security restrictions listed above.

I, _____ (name and rank), have read the Ethics and The Assessment Process and Confidentiality Statement above and agree to abide by the security restrictions described herein.

Signature: _____

Date: _____

University: _____