

**Texas Professional Educational Diagnosticians  
Board of Registry**

**BEST PRACTICE GUIDELINES FOR EVALUATIONS**

1. Observe the student in various settings prior to the administration of tests.
2. Select valid and appropriate evaluation instruments based on student needs and strengths. Examiners should select instruments with which they are proficient.
3. Consider all suspected conditions and components of the evaluation.
4. Consult with other professionals throughout the evaluation process.
5. Create a strong foundational evaluation that will be used to develop an individual instructional program.
6. Construct a report that accurately reflects the uniqueness of the individual student.
7. Respect all formal and informal evaluation data.
8. Encourage the evaluation team to function as a cohesive unit, focusing on the whole child.
9. Encourage active and appropriate parent participation in the evaluation process. Ensure that all communications with parents are clearly understood.
10. Convey honest, accurate information with integrity, empathy, and respect for confidentiality.
11. Use language that all members of the evaluation team understand.
12. Meet with parents regarding new information prior to IEP/ARD meetings to review the evaluation and ARD procedures.
13. Adhere to high ethical standards.
14. Develop and maintain a congenial working relationship with other professionals.
15. Engage in continuous education to increase knowledge of the field and enhance job performance.
16. Be knowledgeable of language acquisition history.