



Test Security Agreement Guidance 2023-2024

Purpose

All districts are required, by state regulation, to administer the statewide assessments described in 4 AAC 06.710 and 4 AAC 06.712. Test Security Agreements (TSAs) affirm that all district staff involved with any aspect of statewide testing are knowledgeable of, and agree to follow, the procedures of both the Alaska Department of Education & Early Development and the test publishers. Test Security Agreements are available in several formats. Level 1 and Level 2 TSAs can be signed via DocuSign, Levels 3-5 are available as Google forms and Microsoft Forms. Contact Rachel Schweissing (rachel.schweissing@alaska.gov) for more details.

Audience

State regulation, 20 AAC 10.020 (c)(3), Code of Ethics and Teaching Standards, requires all teachers to administer state assessments in a secure and fair manner that provides all students with the opportunity to demonstrate their knowledge, skills, and abilities.

All district staff that supervise, administer, or assist with the assessment process described in 4 AAC 06.710 are entrusted with the security of all aspects of assessment.

Assessments

The statewide student assessment system is composed of:

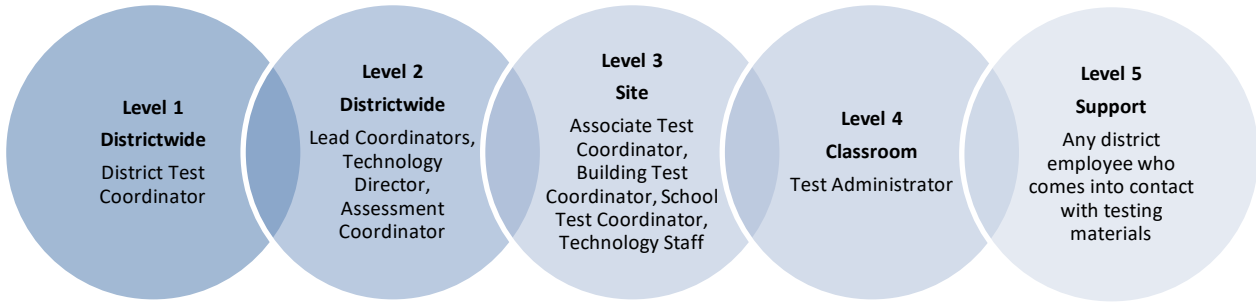
Alaska State Regulation	Name of Current Assessment
4 AAC 06.710	
A standards-based test to measure student attainment of the standards adopted by reference in 4 AAC 04.140(a).	Alaska System of Academic Readiness (AK STAR) for English language arts and math in grades 3-9; and the Alaska Science Assessment in grades 5, 8, and 10.
An alternate assessment under 4 AAC 06.775(b)	Dynamic Learning Maps (DLM) for students with significant cognitive disabilities for English language arts, math, and science. Students in grade 3-9 take ELA and math and students in grades 5, 8, and 10 take science.
Biennial participation in the National Assessment of Educational Progress (NAEP)	NAEP is given to students in grades 4, 8, and 12 in mathematics, reading, and science in selected schools across Alaska.



Alaska State Regulation	Name of Current Assessment
The assessment described in 4 AAC 34.055 to measure English language proficiency (ELP)	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs) for students identified as English learners. Students with significant cognitive disabilities who are also English Learners take the Alternate ACCESS. All ELs must take Kindergarten ACCESS, ACCESS for ELLs or the Alternate ACCESS in grades K-12.
4 AAC 06.712	
A developmental profile for each student entering kindergarten or first grade.	The Alaska Developmental Profile (ADP) for students entering kindergarten and any 1 st grade students who was not known to have participated in any kindergarten instruction during the 2021-2022 school year.
4 AAC 06.400	
The department shall provide a statewide screening tool and associated training to school district to assess student reading skills.	mCLASS with DIBELS 8 th Edition for all students in grades K-3.

Roles and Responsibilities of District Employees

Effective administration of the statewide assessments depends upon each district determining which district staff will participate at each level of responsibility (see figure below). District employees, at all five levels of involvement, are responsible for ensuring fair and secure testing practices, and ensuring that all students have the opportunity to demonstrate their knowledge, skills, and abilities, as measured on the assessment.



Each district must designate one employee as the District Test Coordinator (DTC). The DTC will provide oversight for all statewide assessments in their district. This oversight includes implementation of an effective and secure materials management system, training of all employees, guaranteeing that students receive allowed



accommodations, and the management of resources required for testing. DTCs may delegate districtwide management of portions of this system to Lead Coordinators, who would oversee the districtwide management of one specific assessment (i.e., Alternate Assessment Lead Coordinator). At the site level, Building Test Coordinators (BTCs) ensure secure testing practices in each testing room and manage materials for their location; they may also provide training at the site level.

Alaska regulation 4 AAC 06.761(c) Each district shall designate an employee of the district as the district test coordinator. In districts with two or more school test centers, the district shall designate an on-site building test coordinator for each center. The district test coordinator or building test coordinator shall assign as many test administrators to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment. Each test coordinator, building test coordinator, and test administrator must execute an agreement, on a form provided by the department, affirming that the test procedures of the department and test publisher will be followed.

Special Considerations

Technology Staff

Technology Directors, or district employees who complete the tasks that are associated with the title of “technology director,” provide essential support to the District Test Coordinator in the implementation and administration of computer-based assessments. Technology Directors have access to the computer-based test items and the student data associated with the assessments. Therefore, any district employee filling the role of Technology Director must read and sign a Level 2 Test Security Agreement at the beginning of the school year or prior to beginning this work. Any district employee assisting the Technology Director who has access to any student login information or secure test servers must also sign a Test Security Agreement at the appropriate level.

Test Administrators

Any district employee who has completed training in test security, training in the applicable test administration, has read the appropriate manuals and signs a Test Security Agreement can be a test administrator. Test administrators **may not** be employees of organizations not under contract with the school district, volunteers, parents, or student teachers.

Materials

All test security and test administration regulations apply to all statewide assessments as listed in 4 AAC 06.710 and both paper-based assessments and computer-based assessments. Terms such as “materials” apply broadly to both paper-based test booklets and computer-based assessment content stored on a local caching server or transmitted via a test engine. District test coordinators, lead coordinators, and building test coordinators all must provide training and support in the proper, secure administration of each assessment in order to ensure that district employees participating in testing understand their responsibilities in the context of the assessment they are administering.



Guide for Testing Personnel

The tables below outline, in detail, potential roles held by district employees, what level of TSA they are required to sign, and what sections of the TSA are required for their role. This is not an exhaustive list. If you are unsure about which level of TSA a district employee should complete, please contact Rachel Schweissing at rachel.schweissing@alaska.gov or 465-8433.

Level 1-2 Test Security Agreement (TSA) - District Level Oversight

NOTE: All sections on pages 2-4 of the TSA apply to all personnel with district level oversight of required state assessments.

This includes the following sections of the TSA:

- Testing Role
- Testing Location
- Testing Personnel
- Training for Testing Personnel
- Test Materials Security
- Data and Test Results
- Secure Testing Practices
- Accommodations

Testing Role	Required Sections	Notes
LEVEL 1 District Test Coordinator	ALL sections + superintendent signature	DTCs must sign all sections even when there is a Lead Coordinator overseeing a specific assessment. If a particular assessment is not administered in a district because there are no students that require that assessment, that section must <i>still</i> be signed by the DTC.
LEVEL 2 ELP Lead Coordinator	1. Pages 2-4 – all sections 2. Page 5 – ELP Assessment 3. Page 6 – Assurances	Oversees the districtwide implementation and training for the ELP assessments, ACCESS for ELLs and the Alternate ACCESS.
LEVEL 2 Alternate Assessment Lead Coordinator	1. Pages 2-4 – all sections 2. Page 5 – Alternate Assessment 3. Page 6 – Assurances	Oversees the districtwide implementation and training for the alternate assessment, DLM.
LEVEL 2 Developmental Profile Lead Coordinator	1. Pages 2-4 – all sections 2. Page 6 – Assurances	Oversees the districtwide implementation and training for the Alaska Developmental Profile (ADP). As the ADP is not a formal, secure assessment, the ADP Lead Coordinator is an optional role.
LEVEL 2 Technology Director	1. Page 2-4 - all sections 2. Page 6 – Assurances	Oversees districtwide technology needs and requirements for any computer-based assessments.



Level 3 Test Security Agreement (TSA) – Site Level Oversight

Testing Role	Required Sections	Notes
LEVEL 3 Building Test Coordinator	<ol style="list-style-type: none"> Pages 2-4 – all sections Page 6 – Assurances 	Oversees, at their site, implementation, and training for all assessments.
LEVEL 3 ELP Site Coordinator	<ol style="list-style-type: none"> Page 2-4 - all sections Page 5 - ELP Assessment Page 6 – Assurances 	Oversees, at their site, implementation, and training for the ELP Assessments, ACCESS for ELLs and the Alternate ACCESS.
LEVEL 3 Alternate Assessment Site Coordinator	<ol style="list-style-type: none"> Pages 2-4 - all sections Page 5 - Alternate Assessment Page 6 – Assurances 	Oversees, at their site, implementation, and training for the Alternate Assessment, DLM.
LEVEL 3 Technology Staff	<ol style="list-style-type: none"> Pages 2-4 – all sections Page 6 – Assurances 	Oversees, at their site, technology requirements for all computer-based assessments.

Level 4 Test Security Agreement (TSA) - Classroom Test Administrators

Testing Role	Required Sections	Notes
LEVEL 4 mCLASS Test Administration Only	<ol style="list-style-type: none"> Page 2-3 – all sections Page 4 - Assurances 	District staff who will only be administering mCLASS can fill out the mCLASS only TSA.
LEVEL 4 ELP Test Administrator	<ol style="list-style-type: none"> Page 2-4 - all sections Page 5 - ELP Assessment Page 6 – Assurances 	Classroom Level Oversight
LEVEL 4 Alternate Assessment Test Administrator	<ol style="list-style-type: none"> Page 2-4 – all sections Page 5 - Alternate Assessment Page 6 – Assurances 	Classroom Level Oversight
LEVEL 4 Content Assessments Test Administrator	<ol style="list-style-type: none"> Page 2-4, all sections Page 6 – Assurances 	Classroom Level Oversight

Level 5 Test Security Agreement (TSA) - Testing and Technology Support Personnel

Testing Role	Required Sections	Notes
LEVEL 5 Support Staff <i>(examples: administrative assistant, secretary, mail room attendant, computer lab tech)</i>	All Sections	This TSA is for any district staff that has any exposure to any test materials, either paper- or computer-based.

For more information, contact Rachel Schweissing at the Alaska Department of Education & Early Development, rachel.schweissing@alaska.gov or (907) 465-8433.