



Test Security Agreement 2013-2014

Level 1-3 Testing Personnel: district test coordinators,
lead test coordinators, and site test coordinators.

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Alaska Department of Education & Early Development, affirming that they will follow the test administration procedures required by the department and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. 4 AAC 06.765 (f)(1); 4 AAC 06.761(c)

Directions:

- Please fill out the identification section accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s).
- If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

Identification

Name (Last, First MI): _____
District: _____
School/Site: _____

Testing Role (check all that apply)

Responsibility Level	Testing Role (initial all that apply)
Level 1: District	<input type="checkbox"/> District Testing Coordinator (DTC)
Level 2: District <i>DTCs may designate lead coordinators for the four assessments listed. The DTC oversees actions of the lead coordinators.</i>	<input type="checkbox"/> English Language Proficiency Lead Coordinator <input type="checkbox"/> Alternate Assessment Lead Mentor Trainer <input type="checkbox"/> Developmental Profile Lead Coordinator <input type="checkbox"/> WorkKeys Lead Coordinator
Level 3: Site <i>In districts with two or more school test centers, the district shall designate an on-site associate test coordinator for each center.</i>	<input type="checkbox"/> English Language Proficiency Site Coordinator <input type="checkbox"/> Alternate Assessment Qualified Mentor Trainer <input type="checkbox"/> Associate Test Coordinator (ATC) for HSGQE, SBA <input type="checkbox"/> WorkKeys Test Supervisor <input type="checkbox"/> WorkKeys Backup Test Supervisor <input type="checkbox"/> WorkKeys Test Accommodations Coordinator

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Testing Location

___ A district shall administer an assessment only in a designated school test center. 4 AAC 06.761(b)

___ Each school test center must be secure, free of disruptions, have an established seating arrangement [as defined by test publisher], and be well lighted. 4 AAC 06.761(b) 4 AAC 06.765(f)(3)

___ Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students. 4 AAC 06.761(b)

___ State assessments must be given only on days in session as described in AS 14.03.040.

Testing Personnel

___ Only trained employees of the school district may participate in test administration. 4 AAC 06.761, 4 AAC 06.765, AAC 06.755

Training for Testing Personnel

___ School and district personnel responsible for test administration shall provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that employees complete the training. 4 AAC 06.765 (f)(2)

___ All staff participating in statewide assessment administration will attend district training and complete all required activities. 4 AAC 06.765 (f)(2)

Test Materials Security

___ School and district personnel responsible for test administration shall control the storage, distribution, administration, and collection of tests at all times and in all locations. 4 AAC 06.765(c)(2-4)

___ School and district personnel responsible for test administration shall code the tests according to test administration directions before testing. 4 AAC 06.765(d)(1)

___ School and district personnel responsible for test administration shall ensure that no test or test question is copied in any manner, whether on paper or by electronic means. 4 AAC 06.765(c)(5)

___ School and district personnel responsible for test administration shall **inventory and track materials, securely store materials, maintain control over the materials** from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher. 4 AAC 06.765(c)(1)-(d)(4)

- upon arrival in the district,
- when transferred from district to site(s),
- when distributed to test administrators within the sites,
- when distributed to students within rooms,
- when collected at the end of each session,
- when collected within a site,
- when transferred from site(s) to district office, and
- when returned to the test publisher.

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Secure Testing Practices

___ School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)

___ School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner, by an examinee or anyone else. 4 AAC 06.765 (d)(5)

___ School and district personnel responsible for test administration shall ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department. 4 AAC 06.765 (f)(3)

___ School personnel at a school test center shall ensure that examinees use only those reference materials allowed by the test publisher's testing procedures. 4 AAC 06.765 (d)(6)

___ School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)

___ Test questions may be disclosed to a student on the date/time specified by the commissioner, testing personnel in the course of fulfilling their duties, and a test administrator if necessary to fulfill duties regarding the delivery of accommodation. 4 AAC 06.765 **Note: Testing personnel may not read test items aloud or silently to themselves or to another individual unless specifically required to provide an accommodation to an individual or student group.**

___ School personnel at a school test center shall ensure that no test or test question is **paraphrased** in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)

___ School personnel at a school test center shall ensure that examinees do not exchange information during a test, except when the test procedure so specifies. 4 AAC 06.765 (d)(8)

___ School personnel at a school test center shall ensure that an examinee's answer is not altered after testing is completed. 4 AAC 06.765 (d)(9)

Accommodations

___ A student with a disability who is on a diploma track must take all regular statewide assessments required under 4 AAC 06.710, with or without accommodations, at the appropriate grade level. A district and a student's IEP or section 504 team shall follow the *Participation Guidelines* or the *Alaska Supplement for WorkKeys Assessment* for the college and work preparedness assessment described in 4 AAC 06.717, when making decisions regarding accommodations for a student, and a district shall provide the accommodations requested by the student's IEP or section 504 team. 4 AAC 06.775(c), *Participation Guidelines*

___ If a student's IEP requires a modification that violates test security, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security results in an invalid assessment and the assessment will not be scored. 4 AAC 06.765 (h)

___ A district shall appoint a team that includes, if practicable, a teacher with experience in teaching students with limited English proficiency to determine the necessary accommodations for students with limited English proficiency under the department's Participation Guidelines for Alaska Students in State Assessments, adopted by reference in 4 AAC 06.775(a) . The team shall document the accommodation decision and may not provide a modification. 4 AAC 06.776(b), *Participation Guidelines*

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Data and Test Results

___ All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. 4 AAC 06.765 (g)

HSGQE (these regulations apply only to the HSGQE)

___ Associate Test Coordinators and test proctors for the HSGQE must hold a state teacher certificate issued under 4 AAC 12.300. 4 AAC 06.755 (c)

___ A district shall start the district's administration of the HSGQE between 8:00 a.m. and 10:00 a.m. on the designated testing days. Except in exigent circumstances, a district will not permit a student to leave the test center during the first two hours of testing. A district will not permit a student to enter the test center to start the test after two hours of testing have elapsed. 4 AAC 06.755 (b)

___ For the purpose of administering the HSGQE, a district test coordinator or associate test coordinator designated under 4 AAC 06.761(c) shall assign as many test proctors to each school test center as necessary to ensure adequate supervision of students taking the HSGQE, **but not fewer than one test proctor for each 30 examinees**. 4 AAC 06.755 (c)

English Language Proficiency Assessment (these regulations apply only to ACCESS)

___ All test administrators for the ACCESS for ELLs assessment must successfully complete the online certification training prior to administering the assessment. 4 AAC 06.765 (f)(2)

___ District and school personnel will ensure that students identified as limited English proficient (LEP) do **not** receive direct or indirect linguistic support accommodations while taking the ACCESS for ELLs assessment. 4 AAC 06.775(a); *Participation Guidelines, Table 1*

WorkKeys Assessment (these applications of regulation apply only to WorkKeys)

___ District and school personnel will ensure that all students in grade 11 take the WorkKeys assessment subtests of (1) applied mathematics, (2) reading for information, and (3) locating information. 4 AAC 06.717(b)

___ Districts will administer WorkKeys electronically, no earlier than August 1 and no later than December 30, each school year, unless electronic administration is not practicable. 4 AAC 06.717(d)
practicable - capable of being done with means at hand and circumstances as they are

___ Each student who participates [in WorkKeys] shall be provided a score report. A student's best score report shall be included under 4 AAC 07.060(a) (5) in the student's cumulative record. 4 AAC 06.717(d)

___ When administering the college and work preparedness assessment described in 4 AAC 06.717 to students with disabilities, a district shall follow the requirements of this section and the department's *Alaska Supplement for WorkKeys Assessment*, dated January 2012, adopted by reference. 4 AAC 06.775 (a)

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Alternate Assessment (AA) (these applications of regulation apply only to the Alternate)

___ All Qualified Assessors for the Alternate Assessment must successfully complete the online certification training prior to administering the assessment. 4 AAC 06.765 (f)(2)(3)

___ All Qualified Assessors must participate in the reliability and validity studies and follow vendor requirements for on-site observations and document reviews. 4 AAC 06.765 (f)(3), 4 AAC 06.720 (1)

The Alternate Assessment (AA) design requires testing personnel to perform tasks that are considered test security breaches for all other assessments. DTCs and all testing personnel administering the AA must read and sign the exceptions to regulations listed below to indicate that they understand

(a) that these exceptions apply **only** to the AA, and

(b) that the AA relies upon these actions being carried out according to vendor directions.

Secure Testing Practices: AA

___ Qualified Assessors may have access to the test items prior to test administration for the purpose of determining if supportive objects must be provided. *Related Regulation: School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)*

___ Qualified Assessors may give increasing levels of support to the student following the guidelines provided in the assessment. *Related Regulation: School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)*

___ Qualified Assessors may read aloud test items to the student following the guidelines provided in the assessment. *Related Regulation: Testing personnel shall NOT read test items aloud, silently, or to another individual, unless specified in the test administration directions or specifically required to provide an accommodation to an individual or student group. 4 AAC 06.765 (b)*

Test Materials Security: AA

___ Qualified Assessors will prepare hard copies of the assessment and explanation of answer document; within one week of the test window closure, these materials must be securely destroyed, including deletion of files from computers. *Related Regulation: School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)*

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.
By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Assurances:

____ I have read and I understand the attached regulations 4 AAC 06.761 Test Administration and 4 AAC 06.765 Test security; consequences of breach.

____ I understand that in fulfilling obligations to the public, as an educator I shall cooperate in the statewide student assessment system established under 4 AAC 06.710 - 4 AAC 06.790 by safeguarding and maintaining the confidentiality of test materials and information. 20 AAC 10.020 (c)(3)

____ As a teacher holding a certificate issued under 4 AAC 12, I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the provisions detailed in regulation.

____ District Test Coordinators: I understand that I am obligated to immediately report any breach of test security to the department. 4 AAC 06.765 (h)

____ Lead and Associate Test Coordinators: I understand that I am obligated to immediately report any breach of test security to the District Test Coordinator. 4 AAC 06.765 (h)

Associate Test Coordinators only:

____ I hold a current state teacher certificate issued under 4 AAC 12.300. 4 AAC 06.755 (c)

Signature

Date

First and last name typed or printed clearly

District Test Coordinators and Lead Coordinators must submit this TSA to EED prior to receiving any materials; Associate Test Coordinators submit TSA to the District Test Coordinator.

The following Superintendent signature is required for District Test Coordinators Only:	
I acknowledge the aforementioned staff member is responsible for district level test administration which includes, but is not limited to, implementation and oversight of secure test materials processes, test administration, and training of testing personnel as defined by state regulation and test publishers. 4 AAC 06.761; 4 AAC 06.765.	
_____ Superintendent Signature	_____ Date