

## Test Security Agreement Guidance 2018-2019

### Purpose

All districts are required, by state regulation, to administer the statewide assessments described in 4 AAC 06.710. 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.

### 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 test materials.

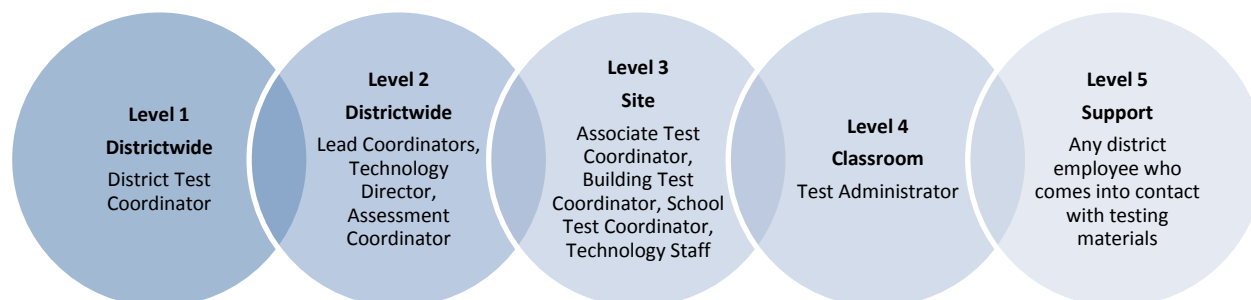
### Assessments

The statewide student assessment system is composed of:

Alaska State Regulation	Name of Current Assessment
<b>4 AAC 06.710 1-7</b>	
A standards-based test to measure student attainment of the standards adopted by reference in 4 AAC 04.140(a).	Performance Evaluation for Alaska’s Schools (PEAKS) for English language arts and math in grades 3-9; and the Alaska Science Assessment for science in grades 4, 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
Biennial participation in the National Assessment of Educational Progress (NAEP)	National Assessment of Educational Progress (NAEP) for students in grades 4, 8, and 12 in mathematics, reading, and science in selected schools across Alaska
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
<b>4 AAC 06.712</b>	
A developmental profile for each student entering kindergarten or first grade.	The Alaska Developmental Profile (ADP) for students entering kindergarten and any 1 <sup>st</sup> grade students for whom a profile has not previously been submitted.

## 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. These individuals need approval from the superintendent in order to implement an effective districtwide assessment system. 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, Associate Test Coordinators (ATCs) or 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 associate test coordinator for each center. The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment. Each test coordinator, associate test coordinator, proctor, 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.**

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.

### Guide for Testing Personnel

All test security and test administration regulations apply to both paper-based assessments and computer-based assessments. Terms such as “materials” apply broadly to both paper-based test booklets and the computer-based assessment stored on a local caching server or transmitted via a test engine. District test coordinators, lead coordinators, associate test coordinators, or 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.

### TSA for Level 1-3 District & Site Level Oversight

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

This includes the following sections:

- 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
<b>LEVEL 1</b> 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.
<b>LEVEL 2</b> 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 assessment, ACCESS for ELLs
<b>LEVEL 2</b> 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

Testing Role	Required Sections	Notes
<b>LEVEL 2</b> 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 ( <i>optional role</i> ).
<b>LEVEL 2</b> Technology Director	1. Page 2-4 - all sections 2. Page 6 – Assurances	Oversees districtwide technology needs and requirements for any computer-based assessments.
<b>LEVEL 3</b> Building Test Coordinator or Associate Test Coordinator	1. Pages 2-4 – all sections 2. Page 6 – Assurances	Oversees, at their site, implementation and training for all assessments.
<b>LEVEL 3</b> ELP Site Coordinator	1. Page 2-4 - all sections 2. Page 5 - ELP Assessment 3. Page 6 – Assurances	Oversees, at their site, implementation and training for the ELP Assessment, ACCESS for ELLs.
<b>LEVEL 3</b> Alternate Assessment Site Coordinator	1. Pages 2-4 - all sections 2. Page 5 - Alternate Assessment 3. Page 6 – Assurances	Oversees, at their site, implementation and training for the Alternate Assessment, DLM.
<b>LEVEL 3</b> Technology Staff	1. Pages 2-4 – all sections 2. Page 6 – Assurances	Oversees, at their site, technology requirements for all computer-based assessments.

#### TSA for Level 4 Classroom Test Administrators

Testing Personnel	Required Sections	Notes
<b>LEVEL 4</b> ELP Test Administrator	1. Page 2-4 - all sections 2. Page 5 - ELP Assessment 3. Page 6 – Assurances	Classroom Level Oversight
<b>LEVEL 4</b> Alternate Assessment Test Administrator	1. Page 2-4 – all sections 2. Page 5 - Alternate Assessment 3. Page 6 – Assurances	Classroom Level Oversight
<b>LEVEL 4</b> PEAKS or Alaska Science Test Administrator	1. Page 2-4, all sections 2. Page 6 – Assurances	Classroom Level Oversight

#### TSA for Level 5 Testing and Technology Support Personnel

Testing Personnel	Required Sections	Notes
<b>LEVEL 5</b> ( <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](mailto:rachel.schweissing@alaska.gov) or (907) 465-8433.