



2006-2007

Alaska Comprehensive System of Student Assessment (CSSA)

District Test Coordinator Test Security Agreement

(Do **NOT** complete if you already have one on file for the 2006-2007 school year.)

Ensuring the security of test materials is an essential responsibility of the District Test Coordinator. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for District Test Coordinators in handling test materials. Please read each statement carefully and **initial each line** to indicate that, as District Test Coordinator, you agree to follow these procedures. At the bottom of this checklist (reverse side), please sign your full name and indicate the name and address of your school district.

If you have any questions about test security or about any of the procedures listed below, please contact the Assessment Administrator for the Department of Education & Early Development, at (907) 465-8432.

SEND THIS FORM TO EED

As District Test Coordinator, I agree to follow these procedures to safeguard restricted testing materials:

_____ The tests will be administered only in school test centers designated by each district. Each district shall name a specific employee of the district the District Test Coordinator. In districts having two or more school test centers, an Associate Test Coordinator will be designated for each school test center. [4 AAC 06.755 (b)]

_____ The District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees for the HSGQE. [4 AAC 06.755 (c)]

_____ Upon receiving testing materials, I will inventory and track all test materials; securely store tests before distribution to test sites and after their return; control distribution to and from test sites; and control the storage, distribution, administration and collection of tests. [4 AAC 06.765 (c)]

_____ Ensure that no test or test question is copied in a any manner, whether on paper or by electronic means; [4 AAC 06.765 (c)(5)]

_____ I will obtain and keep on file a signed Associate Test Coordinator Test Security Agreement for every Associate Test Coordinator, and a signed Proctor Test Security Agreement for every Proctor designated for my school district. [4 AAC 06.755 (c)]

_____ Individual test scores are considered confidential in nature. The scores will not be released except as specified by State regulations. [Variation on 4 AAC 06.765 (g)]

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At the Test Center I will:

- _____ Code the tests before testing; [4 AAC 06.765 (d)(1)]
- _____ Inventory and track materials from the time the materials arrive at the school until the time materials are returned to the district; [4 AAC 06.765 (d)(2)]
- _____ Securely store tests before and after each testing session; [4 AAC 06.765 (d)(3)]
- _____ Control distribution within the test site; [4 AAC 06.765 (d)(4)]
- _____ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; [Variation on 4 AAC 06.765 (d)(5)]
- _____ Ensure that students use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]
- _____ Ensure that no student receives a copy of the test, or learns of a specific test item, before the test time set by the commissioner; [Variation on 4 AAC 06.765 (d)(7)]
- _____ Ensure that students do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
- _____ Ensure that no student answer is altered after testing is completed; [4 AAC 06.765 (d)(9)]
- _____ Ensure that each school test center is secure, free of disruptions, has an established seating arrangement and is well lighted; [4 AAC 06.765 (c)] and
- _____ Ensure that no test item or test question is read by me or anyone else (including but not limited to other proctors, teachers, parents/guardians, administrators) unless **REQUIRED** to carry out duties as a proctor or test administrator by providing accommodations for students with disabilities or for students who are limited English proficient.

The District Test Coordinator who violates these procedures has engaged in substantial noncompliance with the regulations of the Alaska Department of Education & Early Development.

I have read and understood all of the above procedures and agree to follow them strictly in order to protect the security of restricted test materials. I affirm that the test procedures of the Department of Education & Early Development and the test publisher will be followed.

District Test Coordinator (signature)

Date

District Test Coordinator Name (typed or printed clearly)

School District

School District Address

City, State, ZIP Code

Return original completed form by October 3, 2006 to:

**Education Associate
Dept. of Education & Early Development
P.O. Box 110500
Juneau, AK 99811-0500**

Keep second copy for your files.

SEND THIS FORM TO EED