

2006-2007



Alaska Comprehensive System of Student Assessment (CSSA)

Testing Personnel Test Security Agreement

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education & Early Development must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of individuals who develop the tests, who administer the tests, and/or those who use the results to follow test security laws, regulations, and procedures.

Listed below are required procedures in handling test materials for school personnel responsible for test administration. Please read each statement carefully and **initial each line** to indicate that, as school testing personnel, 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 Associate Test Coordinator.

Return this form to District Test Coordinator

As school testing personnel, I agree to follow these procedures to safeguard restricted testing materials:

- _____ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator or Associate Test Coordinator assigned to my test center.
- _____ I am employed by the school district.
- _____ Inventory and track materials; [4 AAC 06.765 (d)(2)] (if applicable to my job)
- _____ Securely store tests before and after their use; [4 AAC 06.765 (d)(3)] (if applicable to my job)
- _____ Control distribution within the test site; [4 AAC 06.765 (d)(4)] (if applicable to my job)
- _____ 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)]
- _____ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; [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)] (if applicable to my job)
- _____ 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 of 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)] (if applicable to my job)
- _____ Ensure that no student answer is altered after testing is completed; [4 AAC 06.765 (d)(9)]
- _____ Ensure that my test area is secure, free of disruptions, has an established seating arrangement, and is well lighted; [4 AAC 06.755 (c)] (if applicable to my job) 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.

Test personnel who violate these procedures have engaged in substantial noncompliance with the test security regulation (4AAC 06.765) 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.

Testing Personnel Signature

Date

Testing Personnel Name (typed or printed clearly)

School

School District

**Return original completed form to your
District Test Coordinator.**

Keep a second copy for your files.

DO NOT SEND THIS FORM TO EED

