



English Language Proficiency (ELP) Assessment Test Security Agreement

District ELP Test Coordinator

Ensuring the security of test materials is an essential responsibility of the district ELP test coordinator. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for district ELP test coordinators in handling test materials. Please read each statement carefully and **initial each line** to indicate that, as district ELP 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 ELP assessment manager for the Department of Education & Early Development, at (907) 465-8431.

SEND THIS FORM TO EED

As district ELP test coordinator, I agree to follow these procedures to safeguard restricted testing materials:

_____ ensure the IDEA Proficiency Test (IPT) be administered only in school test centers designated by each district;

_____ provide training for IPT test administrators and will ensure no district personnel implements the IPT without certification of formal training;

_____ assign as many test administrators to each school test center as necessary to ensure adequate supervision of students taking the test, but not less than one test administrator per 30 examinees;

_____ obtain and keep on file all signed Test Administrator Test Security Agreement and Certificate of Training for every IPT test administrator designated for the school district;

_____ inventory and track all test materials; securely store tests [Form A and Form B] 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)(2-4)]

_____ ensure no test [Form A or Form B], test question, [or approved answer] is copied in any manner by a student, teacher, or anyone else; [4 AAC 06.765 (c)(5)]

_____ ensure that limited English proficient (LEP) students receive no LEP accommodations while taking the IPT;

_____ ensure that no examinee or district personnel receives a copy of the test or learns of a specific test item before the test time set by the commissioner, unless knowledge of the item is necessary for delivery of special education accommodations under 4 AAC 06.775;

- _____ ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
- _____ ensure that no examinee's answer is altered after testing and no examinee is assisted in responding to test questions or items before, during, or after any test session; [4 AAC 06.765 (d)(9-10)]
- _____ ensure that each school test center is secure, free of disruptions, and is well lighted;
- _____ ensure 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)] and
- _____ report any breach of test security immediately to the appropriate authorities at the department. [4 AAC 06.765 (h)]

The district ELP test coordinator who violates these procedures has engaged in substantial noncompliance with the regulations (4AAC 06.765) of the Alaska Department of Education & Early Development and may be referred to the Professional Teaching Practices Commission.

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

Return original completed form before the ELP testing window begins (February 1) to:

**ELP Assessment Program Manager
Dept. of Education & Early Development
PO Box 110500
801 W. 10th St., Ste. 301
Juneau, AK 99811
Fax (907) 465-8400**

Keep a copy for your files.