



# English Language Proficiency (ELP) Assessment Test Security Agreement

## ELP Test Administrator

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education & Early Development (EED) must take every step to assure the security and confidentiality of the IDEA Proficiency Test (IPT) materials annually. It is the responsibility of individuals 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 IPT 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 of your school and district.

If you have any questions about test security or about any of the procedures listed below, please contact the ELP assessment program manager for the Department of Education & Early Development at (907) 465-8431.

## Return this form to the District ELP Test Coordinator

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

- \_\_\_\_\_ complete all training requirements for administering the IPT **annually**, and submit certification of completion to the district ELP test coordinator;
- \_\_\_\_\_ before receiving any IPT materials, deliver this properly signed Test Security Agreement to the district ELP test coordinator;
- \_\_\_\_\_ inventory and track IPT test materials...; [4 AAC 06.765 (d)(2)]
- \_\_\_\_\_ securely store IPT materials before and after each testing session; [4 AAC 06.765 (d)(3)]
- \_\_\_\_\_ control distribution of tests within the test center; [4 AAC 06.765 (d)(4)]
- \_\_\_\_\_ control the storage, distribution, administration, and collection of tests;
- \_\_\_\_\_ 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 (d)(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 so specifies; [4 AAC 06.765 (d)(8)]
- \_\_\_\_\_ ensure that no examinee’s answer is altered after testing, or ensure that no examinee is assisted in responding to test items; [4 AAC 06.765 (d)(9-10)]
- \_\_\_\_\_ ensure the test area 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 or to the district ELP test coordinator. [4 AAC 06.765 (h)]

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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 and may be referred to the Professional Teaching Practices Commission.

I have read and understand all of the above procedures and agree to follow them strictly in order to protect the security of restricted IPT 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 ELP Test Coordinator**

**Keep a copy for your files.**