



2008-2009

Alaska Comprehensive System of Student Assessment

Alternate Assessment Test Security Agreement For Testing Personnel, Qualified Assessors, Qualified Mentor Trainers

According to regulation 4 AAC 06.765 (f) “school and district personnel responsible for test administration shall annual execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.”

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 administering assessments and 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 appropriate district personnel (i.e., District Test Coordinator, Alternate Assessment Qualified Mentor Trainer, or the State of Alaska Assessment Administrator (907-465-8432).

Return this form to District Test Coordinator

ALL TESTING PERSONNEL SECTION

To be completed by each person assisting with testing or administering Alternate Assessments.
All Test Personnel, Qualified Assessors, and Qualified Mentor Trainers must initial items in the first section.
Mark NA if not applicable to your duties.

_____ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator (DTC).

_____ I am employed by the school district.

_____ Follow state and district confidentiality policies regarding the Alternate Assessment.

_____ Ensure that no one violates the accuracy of the AA by manipulating the process, demographic data, or the student’s answers.

_____ I shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. [4 AAC 06.765 (g)]

_____ Inventory and track materials. (Mark NA if not applicable to your duties).

_____ Securely store Alternate Assessment materials before and during the test window.
(Mark NA if not applicable to your duties).

_____ Retain scoring protocols in the student file for one year. (Mark NA if not applicable to your duties.)

This section to be completed by Testing Personnel

_____ I will not be administering alternate assessments, but will handle secure test materials.

Section for Qualified Assessors

_____ Under the guidance of a Qualified Trainer, complete training and demonstrate proficiency as a Qualified Assessor prior to administering the alternate assessment.

_____ Complete the administration, scoring, and data entry during the specified test window.

_____ Ensure that no answers are altered after testing is completed. [4 AAC 06.765 (d) (9)]

Section for Qualified Mentor Trainer

_____ A copy of a properly signed Test Security Agreement is on file with 1) the Alternate Assessment Program Manager, Department of Education and Early Development and 2) District Test Coordinator.

_____ Under the guidance of EED and DRA, complete training and demonstrate proficiency as a Qualified Trainer prior to training testing personnel and administering the Alternate Assessment.

_____ Certify only Qualified Assessors who have completed the required training and attained proficiency.

_____ Complete the administration, scoring, and data entry during the specified test window (Mark NA if not applicable to your duties.).

_____ Ensure that no answers are altered after testing is completed. [4 AAC 06.765 (d) (9)]

_____ Immediately report any breach of test security to the District Test Coordinator or EED. [4 AAC 06.765 (h)]

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 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 will be followed.

Signature

Date

First and Last Name typed or printed clearly

School

School District

Return original completed form to your District Test Coordinator. Qualified Mentor Trainers returns a copy to EED. Keep a copy for your files.