



Test Security Agreement

2015-2016

Level 1-3 Testing Personnel: district test coordinators, technology coordinators,
lead test coordinators, site test coordinators

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Alaska Department of Education & Early Development, affirming that they will follow the test administration procedures required by the Alaska Department of Education & Early Development and the test publisher.

- **Test security regulations apply to all mandatory assessments required by the Statewide Student Assessment system 4 AAC 06.710.**
- **All district employees involved in testing must read and follow all testing procedures and manuals published by the test publisher per regulation 06.765(f)(3).**
- These regulations apply to both paper/pencil assessments and computer-based assessments; all testing personnel are required to maintain the same standards of security for both types of assessments.
- This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. 4 AAC 06.765 (f)(1); 4 AAC 06.761(c).

Directions:

- Please fill out the identification section accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s).
- If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

Read **and initial** each line below. *By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

Identification

Name (Last, First MI): _____
District: _____
School/Site: _____

Testing Role (check all that apply)

Responsibility Level	Testing Role (initial all that apply)
Level 1: District	<input type="checkbox"/> District Testing Coordinator (DTC)
Level 2: District <i>DTCs may designate lead coordinators for the four assessments listed. The DTC oversees actions of the lead coordinators.</i>	<input type="checkbox"/> English Language Proficiency Lead Coordinator <input type="checkbox"/> Alternate Assessment Lead Coordinator <input type="checkbox"/> Developmental Profile Lead Coordinator <input type="checkbox"/> College- and Career-Readiness Lead Coordinator <input type="checkbox"/> ACT Technology Coordinator <input type="checkbox"/> Technology Director/Coordinator
Level 3: Site <i>In districts with two or more school test centers, the district shall designate an on-site associate test coordinator for each center.</i>	<input type="checkbox"/> English Language Proficiency Site Coordinator <input type="checkbox"/> Alternate Assessment Qualified Lead Trainer <input type="checkbox"/> Associate Test Coordinator (ATC) for AMP <input type="checkbox"/> ACT Technology Coordinator <input type="checkbox"/> WorkKeys Test Coordinator/Backup Test Coordinator <input type="checkbox"/> ACT Test Coordinator/Backup Test Coordinator <input type="checkbox"/> SAT Test Center Supervisor/Associate Supervisor

Read **and initial** each line below. *By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

<u>Testing Location</u>
<input type="checkbox"/> A district shall administer an assessment only in a designated school test center. 4 AAC 06.761(b) <input type="checkbox"/> Each school test center must be secure, free of disruptions, have an established seating arrangement [as defined by test publisher], and be well lighted. 4 AAC 06.761(b) 4 AAC 06.765(f)(3) <input type="checkbox"/> Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students. 4 AAC 06.761(b) <input type="checkbox"/> State assessments must be given only on days in session as described in AS 14.03.040.
<u>Testing Personnel</u>
<input type="checkbox"/> Only trained employees of the school district may participate in test administration. 4 AAC 06.761, 4 AAC 06.765, AAC 06.755

Read **and initial** each line below. *By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

Training for Testing Personnel

____ School and district personnel responsible for test administration shall provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that employees complete the training. 4 AAC 06.765 (f)(2)

____ All staff participating in statewide assessment administration will attend district training and complete all required activities. 4 AAC 06.765 (f)(2)

Test Materials Security

____ School and district personnel responsible for test administration shall control the storage, distribution, administration, and collection of tests at all times and in all locations. 4 AAC 06.765(c)(2-4)

____ School and district personnel responsible for test administration shall code the tests according to test administration directions before testing. 4 AAC 06.765(d)(1)

____ School and district personnel responsible for test administration shall ensure that no test or test question is copied in any manner, whether on paper or by electronic means. 4 AAC 06.765(c)(5)

____ School and district personnel responsible for test administration shall inventory and track materials, securely store materials, maintain control over the materials from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher. 4 AAC 06.765(c)(1)-(d)(4)

- upon arrival in the district,
- when transferred from district to site(s),
- when distributed to test administrators within the sites,
- when distributed to students within rooms,
- when collected at the end of each session,
- when collected within a site,
- when transferred from site(s) to district office, and
- when returned to the test publisher.

NOTE: Application of these regulations to computer-based assessments includes, but is not limited to, the following examples:

- *“Controlling the storing, distribution, administration, and collection of tests” includes, but is not limited to, secure storing of the assessment on the Local Caching Server, secure use of student test tickets, ensuring students are not able to easily view others’ device screens, checking student devices to ensure that the test engine is operating properly.*
- *“Materials” includes, but is not limited to, the following types of computer-based assessment materials: assessments stored in a Local Caching System, assessment tickets, student login/password/code details, and directions and access codes for re-activating an assessment.*

Data and Test Results

____ All school and district personnel 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)

Secure Testing Practices

____ School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)

Read **and initial** each line below. *By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

____ School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner, by an examinee or anyone else. 4 AAC 06.765 (d)(5)

____ School and district personnel responsible for test administration shall ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department. 4 AAC 06.765 (f)(3)

____ School personnel at a school test center shall ensure that examinees use only those reference materials allowed by the test publisher's testing procedures. 4 AAC 06.765 (d)(6)

____ School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)

____ Test questions may be disclosed to a student on the date/time specified by the commissioner, testing personnel in the course of fulfilling their duties, and a test administrator if necessary to fulfill duties regarding the delivery of accommodation. 4 AAC 06.765 Note: Testing personnel may not read test items aloud or silently to themselves or to another individual unless specifically required to provide an accommodation to an individual or student group.

____ School personnel at a school test center shall ensure that no test or test question is paraphrased in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)

____ School personnel at a school test center shall ensure that examinees do not exchange information during a test, except when the test procedure so specifies. 4 AAC 06.765 (d)(8)

____ School personnel at a school test center shall ensure that an examinee's answer is not altered after testing is completed. 4 AAC 06.765 (d)(9)

Accommodations

____ A student with a disability must take all regular statewide assessments required under 4 AAC 06.710, with or without accommodations, at the student's assigned grade level. A district and a student's IEP or section 504 team shall follow the *Participation Guidelines* when making decisions regarding accommodations for a student, and a district shall provide the accommodations requested by the student's IEP or section 504 team. 4 AAC 06.775(c), *Participation Guidelines Note: Students with Significant Cognitive Disabilities, as defined in the Participation Guidelines, who are participating in the Alternate Assessment are not required to take the College- or Career-readiness Assessment because these students are not eligible for a diploma.* 4 AAC 06.765 (h)

____ If a student's IEP requires a modification that violates test security, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification.

A modification that violates test security results in an invalid assessment and the assessment will not be scored. 4 AAC 06.765 (h)

____ A district shall appoint a team that includes, if practicable, a teacher with experience in teaching students with limited English proficiency to determine the necessary accommodations for students with limited English proficiency under the department's *Participation Guidelines for Alaska Students in State Assessments*, adopted by reference in 4 AAC 06.775(a) . The team shall document the accommodation decision and may not provide a modification. 4 AAC 06.776(b)

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A. Please note: As per regulation, DTCs must read and sign all items included on this document, excluding the need for a teaching certificate.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

English Language Proficiency Assessment (these regulations apply only to ACCESS)

___ All test administrators for the ACCESS for ELLs assessment must successfully complete the online certification training prior to administering the assessment. 4 AAC 06.765 (f)(2)

___ District and school personnel will ensure that students identified as limited English proficient (LEP) do not receive direct or indirect linguistic support accommodations while taking the ACCESS for ELLs assessment. 4 AAC 06.775(a); Participation Guidelines, Table 7

College- or Career-Readiness Assessments (WorkKeys, ACT, SAT)

___ District and school personnel will ensure that all students in grade 11, and all students in grade 12 who have not previously done so, take either the ACT, SAT, or all three required sections of the WorkKeys assessments. 4 AAC 06.717(a-b)

___ District personnel involved in the administration of the college- or career-readiness assessments will complete all required training provided by the vendor. 4 AAC 06.765 (f)(2)

___ District personnel involved in the administration of the college- or career-readiness assessments will read and sign all vendor-required test security agreements. 4 AAC 06.765 (f)(2)

___ When administering the college- or career-readiness assessments described in 4 AAC 06.717 to students with disabilities, a district shall follow the requirements of this section, the department's Participation Guidelines, and all test vendor requirements. 4 AAC 06.775 (a)

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A. Please note: As per regulation, DTCs must read and sign all items included on this document, excluding the need for a teaching certificate.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Alternate Assessment (AA) (these applications of regulation apply only to the Alternate)

____ All Test Administrators for the Alternate Assessment must successfully complete the online certification training prior to administering the assessments. 4 AAC 06.765 (f)(2)(3)

The Alternate Assessment (AA) design requires testing personnel to perform tasks that are considered test security breaches for all other assessments. DTCs and all testing personnel administering the AA must read and sign the exceptions to regulations listed below to indicate that they understand

- (a) that these exceptions apply only to the AA, and
- (b) that the AA relies upon these actions being carried out according to vendor directions.

Secure Testing Practices: AA

____ Test Administrators may have access to the test items in the science assessment prior to test administration for the purpose of determining if supportive objects must be provided. *Related Regulation: School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)*

____ Test Administrators may give increasing levels of support to the student following the guidelines provided in the science assessment only. *Related Regulation: School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)*

____ Test Administrators may read aloud test items to the student following the guidelines provided in the assessments. *Related Regulation: Testing personnel shall NOT read test items aloud, silently, or to another individual, unless specified in the test administration directions or specifically required to provide an accommodation to an individual or student group. 4 AAC 06.765 (b)*

Test Materials Security: AA

____ Test Administrators will prepare hard copies of the assessment and explanation of answer document for science. Within one week of the test window closure, these materials must be securely destroyed, including deletion of files from computers. *Related Regulation: School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)*

Read **and initial** each line below. *By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

Assurances:

____ I have read and I understand regulations 4 AAC 06.761 Test Administration and 4 AAC 06.765 Test security; consequences of breach.

____ I understand that in fulfilling obligations to the public, as an educator I shall cooperate in the statewide student assessment system established under 4 AAC 06.710 - 4 AAC 06.790 by safeguarding and maintaining the confidentiality of test materials and information. 20 AAC 10.020 (c)(3)

____ As a teacher holding a certificate issued under 4 AAC 12, I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the provisions detailed in regulation or testing procedures/manual published by test publisher. 4 AAC 06.765(f)(3)

____ District Test Coordinators: I understand that I am obligated to immediately report any breach of test security to the department. 4 AAC 06.765(h)

____ Lead and Associate Test Coordinators: I understand that I am obligated to immediately report any breach of test security to the District Test Coordinator. 4 AAC 06.765(h)

Signature

Date

First and last name typed or printed clearly

District Test Coordinators and Lead Coordinators must submit this TSA to EED prior to receiving any materials; Associate Test Coordinators submit TSA to the District Test Coordinator.

The following Superintendent signature is required for District Test Coordinators Only:

I acknowledge the aforementioned staff member is responsible for district level test administration which includes, but is not limited to, implementation and oversight of secure test materials processes, test administration, and training of testing personnel as defined by state regulation and test publishers. 4 AAC 06.761; 4 AAC 06.765.

Superintendent Signature

Date

4 AAC 06.761. Test administration

(a) Unless an assessment is specifically exempted, or the department has approved in writing a different process, a district shall administer the statewide assessments described in 4 AAC 06.710 in conformance with the requirements of this section.

(b) A district shall administer an assessment under this section only in a school test center designated by each district. Each school test center must be secure, free of disruptions, have an established seating arrangement, and be well lighted. Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students.

(c) Each district shall designate an employee of the district as the district test coordinator. In districts with two or more school test centers, the district shall designate an on-site associate test coordinator for each center. The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment. Each test coordinator, associate test coordinator, proctor, and test administrator must execute an agreement, on a form provided by the department, affirming that the test procedures of the department and test publisher will be followed.

4 AAC 06.765. Test security; consequences of breach

(a) All test questions on norm-referenced tests, standards-based tests, and the high school graduation qualifying examinations, which are provided for in 4 AAC 06.700 - 4 AAC 06.790, the college and work preparedness assessment provided for in 4 AAC 06.717, and on the English language proficiency assessment provided for in 4 AAC 34.055, are confidential, and may be disclosed only as provided in this section.

(b) Test questions may be disclosed to

(1) a student on the date and at the time specified by the commissioner, to the extent necessary to administer the test;

(2) testing personnel in the course of fulfilling their duties;

(3) a department official as required for the performance of that official's duties; and

(4) a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding the delivery of accommodations.

(c) School and district personnel responsible for test administration shall

Test Administration & Security Regulations

- (1) inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher;
 - (2) securely store tests before distribution to school test centers and after their return;
 - (3) control distribution of tests to and from school test centers;
 - (4) control the storage, distribution, administration, and collection of tests;
 - (5) ensure that no test or test question is copied in any manner, whether on paper or by electronic means.
- (d) School personnel at a school test center shall
- (1) code the tests according to test administration directions before testing;
 - (2) inventory and track test materials from the time the materials arrive at the school until the time the materials are returned to the district;
 - (3) securely store tests before and after each testing session;
 - (4) control distribution of tests within the school test center;
 - (5) ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
 - (6) ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
 - (7) ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC [06.775](#);
 - (8) ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
 - (9) ensure that an examinee's answer is not altered after testing is completed;
 - (10) ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.
- (e) A teacher holding a certificate issued under 4 AAC [12](#) who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.

Test Administration & Security Regulations

(f) School and district personnel responsible for test administration shall

(1) annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section;

(2) provide training in test procedures to all district staff involved in testing as directed by the department, and ensure that staff complete the training;

(3) ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department.

(g) All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

(h) District personnel in charge of testing shall immediately report any breach of test security to the department. If a student's IEP requires a modification that violates test security under this section, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security under this section results in an invalid assessment and the assessment will not be scored.