



Test Security Agreement

2016-2017

Level 5 Test Administration Support: employees who come in contact with test materials or assist with testing; these employees are **not** administering or monitoring students during test administration.

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 department and the test publisher, if applicable. 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).
- Please sign your full name and date the form.
- Submit this completed TSA to the District Test Coordinator or other designated district employee

Identification

Name (Last, First MI): _____

District: _____

School/Site: _____

Testing Role (check all that apply)

<p>Level 5: Support <i>Any district employee who comes into contact with testing materials; these employees do not proctor, administer, or monitor test administration to students.</i></p>	<p>_____ Testing Personnel (such as: administrative assistant, secretary, mail room, custodian, etc.)</p> <p>_____ Technology Assistance Personnel (such as computer lab or technology assistants)</p>
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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.

Testing Location– Completion of this section is required for all roles

____ No one can go into the classrooms except for district employees that are in charge of testing. The classroom where students take the test must be set up so that students can focus on the assessment and do their best work.

Each school test center must be secure, free of disruptions, have an established seating arrangement, and be well lighted. 4 AAC 06.761(b); 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)

Testing Personnel & Training– Completion of this section is required for all roles

____ Only trained school district employees can help with testing.

Only employees of the school district will participate in test administration. 4 AAC 06.765(c-h); All staff participating in statewide assessment administration will attend district training and complete all required activities. 4 AAC 06.765 (f)(3)

Test Materials Security– Completion of this section is required for all roles

____ Tests cannot be copied (this includes photocopies, photographs, scanning, etc).

____ All testing materials must be secure at all times; materials must be checked in, inventoried, and tracked. At no time should tests be left in an unlocked room.

*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. Materials must be **secure, inventoried** and **tracked** from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher.*

- 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.

4 AAC 06.765 (c)(1)-(d)(4)

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 a local caching server, secure use of student login information, 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, student login/password/code details, and directions and access codes for re-activating an assessment.

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.

Secure Testing Practices– Completion of this section is required for all roles

___ No one may have the tests before testing begins.

___ Only students may read the test questions.

___ Students may not receive help before, during, or after the test. For example:

- Students must complete the test on their own.
- Students may not share information or answers with others.
- The test questions cannot be read aloud.
- Words cannot be defined.
- Test questions may not be paraphrased, summarized, or explained.
- Answers may not be changed by anyone after the test is complete.

*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); 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 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); 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); 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– Completion of this section is required for all roles

___ Students with special needs may have accommodations (assistance) on the assessment as determined by their teacher and student plan.

Ensure that students with disabilities and students identified as limited English proficient (LEP) receive allowed accommodations on state academic assessments as listed in the student's Individualized Education Plan, 504 plan, and/or their student file. 4 AAC 06.775(a), Participation Guidelines for Alaska Students in State Assessments, December 2015

Data and Test Results – Completion of this section is required for all roles

___ Any reports about the tests, including student scores, are confidential and must be secure.

All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports (ISRs), and other testing reports designated as secure. 4 AAC 06.765 (g)

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 the attached regulations 4 AAC 06.761 Test Administration and 4 AAC 06.765 Test security; consequences of breach (found on pages 5-7 of this document)

____ I understand that I am obligated to immediately report any test irregularities and/or breaches of test security to the Associate or Building Test Coordinator at my site or, if appropriate, the District Test Coordinator. 4 AAC 06.765 (h)

All employees must submit this TSA to their DTC prior to handling any assessment materials.

Signature

Date

First and last name typed or printed clearly

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

(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;

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- (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.

(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;

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(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.