



2006-2007

# Alaska Comprehensive System of Student Assessment (CSSA)

## Associate Test Coordinator Test Security Agreement

Ensuring the security of test materials is an essential responsibility of the Associate Test Coordinator. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for Associate Test Coordinators in handling test materials. Please read each statement carefully and **initial each line** to indicate that, as Associate 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 your District Test Coordinator.

**DO NOT SEND THIS FORM TO EED**

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**As an Associate Test Coordinator, I agree to the following:**

\_\_\_\_\_ I hold one of the following types of Alaska certification under the current system: Initial, Professional, Master, Reemployment Type B and C, and Retired. The certificate is current.

**OR**

\_\_\_\_\_ I hold one of the following types of Alaska Certification under the former system: Type A, B, C, Q, R. The certificate is current.

**AND**

\_\_\_\_\_ The tests will be administered only in school test centers designated by each district. [4 AAC 06.755 (b)] Each district shall name a specific employee of the district the District Test Coordinator. In districts having two or more school test centers, an Associate Test Coordinator will be designated for each school test center. [4 AAC 06.755 (c)]

\_\_\_\_\_ The District Test Coordinator or Associate Test Coordinator shall assign as many test proctors to each school test center as necessary to insure adequate supervision of students taking the test, but not less than one test proctor per 30 examinees for the HSGQE. [4 AAC 06.755 (c)]

\_\_\_\_\_ Upon receiving testing materials, I will inventory and track all test materials and control the storage, distribution, administration and collection of tests. [4 AAC 06.765 (c)] Following testing I will return all tests to the District Test Coordinator.

\_\_\_\_\_ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator. [Variation on 4 AAC 06.765 (f)]

\_\_\_\_\_ Before allowing Test Proctors to assist in a test session, I will secure properly signed Proctor Test Security Agreements from each one and deliver them to the District Test Coordinator. [Variation on 4 AAC 06.765 (f)]

\_\_\_\_\_ 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)]

\_\_\_\_\_ Code the tests before testing; [4 AAC 06.765 (d)(1)]

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**At the Test Center, to the best of my ability and within my scope of responsibility I will:**

- \_\_\_\_\_ Inventory and track materials; [4 AAC 06.765 (d)(2)]
- \_\_\_\_\_ Securely store tests before and after their use; [4 AAC 06.765 (d)(3)]
- \_\_\_\_\_ Control distribution within the test site; [4 AAC 06.765 (d)(4)]
- \_\_\_\_\_ Ensure that no test or test question is copied in a any manner, whether on paper or by electronic means; [4 AAC 06.765 (c)(5)]
- \_\_\_\_\_ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; [4 AAC 06.765 (d)(5)]
- \_\_\_\_\_ Ensure that students use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]
- \_\_\_\_\_ Ensure that no student receives a copy of the test, or learns of a specific test item, before the test time set by the commissioner; [Variation of 4 AAC 06.765 (d)(7)]
- \_\_\_\_\_ Ensure that students do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
- \_\_\_\_\_ Ensure that no student answer is altered after testing is completed; [4 AAC 06.765 (d)(9)] and
- \_\_\_\_\_ Ensure that my school test center is secure, free of disruptions, has an established seating arrangement and is well lighted. [4 AAC 06.755 (c)]
- \_\_\_\_\_ Ensure that no test item or test question is read by me or anyone else (including but not limited to other proctors, teachers, parents/guardians, administrators) unless REQUIRED to carry out duties as a proctor or test administrator by providing accommodations for students with disabilities or for students who are limited English proficient.

The Associate Test Coordinator who violates these procedures has engaged in substantial noncompliance with the regulations 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.

\_\_\_\_\_  
Associate Test Coordinator (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Test Coordinator Name (typed or printed clearly)

\_\_\_\_\_  
School

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City, State, Zip

**Return original completed form to your  
District Test Coordinator.**

**Keep second copy for your files.**

**DO NOT SEND THIS FORM TO EED**

