



2006-2007

Alaska Comprehensive System of Student Assessment (CSSA)

Grade 10 SBA-HSGQE and HSGQE Retest Proctor Test Security Agreement

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

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

DO NOT SEND THIS FORM TO EED

As a Test Proctor, 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

_____ I am aware that 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. [4 AAC 06.755 (c)]

_____ Before attending any test sessions, I will deliver this properly signed Test Security Agreement to the District Test Coordinator or Associate Test Coordinator assigned to my test center. [4 AAC 06.755 (c)]

At the Test Center, to the best of my ability and within the scope of my responsibility, I will exercise due diligence in order 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.

- _____ No test or test question is copied in a any manner, whether on paper or by electronic means; [4 AAC 06.765 (c)(5)]
- _____ No test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else; [Variation on 4 AAC 06.765 (d)(5)]
- _____ Students use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]
- _____ No student receives a copy of the test, or learns of a specific test item, before the test time set by the commissioner; [Variation on 4 AAC 06.765 (d)(7)]
- _____ 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)]
- _____ The District Coordinator or Associate Coordinator is assisted by me as needed in making my school test center secure, keeping it free of disruptions, establishing a seating arrangement, and seeing that it is well lighted. [4 AAC 06.765 (e)]

The proctor 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.

Test Proctor (signature)

Date

Test Proctor Name (typed or printed clearly)

School

School Address

City, State, ZIP Code

**Return original completed form to the
District Test Coordinator
or Associate Test Coordinator
at your test center.**

Keep second copy for your files.

DO NOT SEND THIS FORM TO EED



