



2011-2012

# 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 form, 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:** (Read and **INITIAL** each line below.)

1. \_\_\_\_\_ 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**

2. \_\_\_\_\_ 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**

3. \_\_\_\_\_ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.
4. \_\_\_\_\_ Before receiving any test materials, I will deliver this properly signed Test Security Agreement to the District Test Coordinator. [4 AAC 06.765 (f)]
5. \_\_\_\_\_ **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 4 AAC 06.765.**
6. \_\_\_\_\_ 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 06.761 (b)(c)]
7. \_\_\_\_\_ 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)]
8. \_\_\_\_\_ 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.

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9. \_\_\_\_\_ Provide training in test procedures to all site staff involved in testing as directed by the department, and ensure that staff complete the training. Ensure 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(a)(2-3)]
10. \_\_\_\_\_ Before allowing test proctors and test administrators to assist in a test session, I will secure properly signed Test Security Agreements from each one. [4 AAC 06.765 (f)]  
I will deliver the signed agreements to the District Test Coordinator.
11. \_\_\_\_\_ Individual test scores are considered confidential in nature. The scores will not be released except as specified by state regulations. [4 AAC 06.765 (g)]
12. \_\_\_\_\_ Ensure proper coding of the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)]

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

13. \_\_\_\_\_ Inventory and track materials; [4 AAC 06.765 (d)(2)]
14. \_\_\_\_\_ Securely store tests before and after their use; [4 AAC 06.765 (d)(3)]
15. \_\_\_\_\_ Control distribution within the test site; [4 AAC 06.765 (d)(4)]
16. \_\_\_\_\_ Ensure that no test or test question is copied, reproduced, or paraphrased in a any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]
17. \_\_\_\_\_ Ensure that examinees use only those reference materials allowed by the testing procedure; [4 AAC 06.765 (d)(6)]
18. \_\_\_\_\_ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
19. \_\_\_\_\_ Ensure training for the building proctors and test administrators instructs them to read the vendor's directions for testing prior to administering the test and precisely follow the test administration directions during test administration;
20. \_\_\_\_\_ Ensure training for the building proctors and test administrators instructs them not to open student test books/answer booklets before, during, or after testing for any reason, **even if Test Administration Directions indicate to open the books**, except as required to deliver documented accommodations; or as specified in test administration directions; and
21. \_\_\_\_\_ Ensure training for the building proctors and test administrators instructs them not to read test items aloud, silently, to themselves, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in test administration directions.
22. \_\_\_\_\_ I will not read test items aloud, silently, to myself, or to another individual, unless specifically directed to do so by the District Test Coordinator;
23. \_\_\_\_\_ Ensure that examinee's answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]
24. \_\_\_\_\_ Ensure that no examinee is assisted in responding to or reviewing of specific test questions or items before, during, or after a test session; [4 AAC 06.765 (d)(10)]
25. \_\_\_\_\_ Ensure that my school test center is secure, free of disruptions, has an established seating arrangement and is well lighted; [4 AAC 06.755 (b)] and

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26. \_\_\_\_\_ Ensure that no individual (including but not limited to other proctors, teachers, parents/guardians, administrators) receives a copy of the test or test items, or learns of a specific test item, before the designated test time 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. [4 AAC 06.765 (d)(7)]

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

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

**Keep second copy for your files.**

#### **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;
- (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;
- (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.