



## 2011-2012 Test Security Agreement

### Covers: HSGQE, SBA, Science, TerraNova & English Language Proficiency Assessments

According to regulation 4 AAC 06.765 (f) “school and district personnel responsible for test administration shall annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.” The Code of Ethics and Teaching Standards (20 AAC 10.020) requires educators to “cooperate in the statewide student assessment system.”

Test security is essential to obtain reliable and valid scores. Accordingly, the Department of Education & Early Development (EED) must take every step to assure the security and confidentiality of testing materials. It is the responsibility of individuals who handle the tests, who administer tests, and/or who use the results of the test to follow test security regulations and procedures.

Listed below are required procedures for handling test materials. Please read each statement carefully and **initial each line** to indicate that you agree to follow these procedures. Please sign your full name and indicate the name of your school at the end of this form.

If you have any questions about test security or about any of the procedures listed below, please contact the appropriate district personnel (i.e., Associate Test Coordinator, District Test Coordinator, ELP Test Coordinator) or the State of Alaska Assessment Administrator (465-8431).

**ALL TESTING PERSONNEL SECTION**  
**[TO BE COMPLETED BY EACH PERSON ADMINISTERING OR ASSISTING WITH ANY ONE OR ALL OF THE TESTS NOTED ABOVE]**

**\*\* ALL TEST PERSONNEL MUST INITIAL ITEMS IN THIS SECTION \*\***  
**YOUR INITIALS INDICATE THAT YOU HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT.**

1. \_\_\_\_ Before administering any tests, I will deliver this properly signed Test Security Agreement to the appropriate district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP test coordinator). [4 AAC 06.765 (f)]
2. \_\_\_\_ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.
3. \_\_\_\_ **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.**
4. \_\_\_\_ I am employed by the school district.
5. \_\_\_\_ I will not read test items aloud, silently, to myself, or to another individual, unless specifically required to provide an accommodation to an individual or student group; or as specified in the English Language Proficiency test administration directions. [4 AAC 06.765 (b)]
6. \_\_\_\_ I 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)]

**During handling of test materials for which I am responsible I will:**

7. \_\_\_\_ Code the tests according to test administration directions before testing; [4 AAC 06.765 (d)(1)] **[Mark N/A if this is not part of your duties]**
8. \_\_\_\_ Inventory and track all test materials from the time materials arrive at the school until the time the materials are returned to the district; [4 AAC 06.765 (d)(2)] **[Mark N/A if this is not part of your duties.]**
9. \_\_\_\_ Control the storage, distribution, administration and collection of tests; and [4 AAC 06.765(c)(4)]
10. \_\_\_\_ Securely store tests before and after each testing session. [4 AAC 06.765 (d)(3)]

*Continued on page 2*

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

11. \_\_\_ Complete training in test procedures provided by my district/school as directed by the department; 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)]
12. \_\_\_ Ensure that no test or test question is copied, reproduced, or paraphrased in any manner, by an examinee or anyone else, whether on paper or by electronic means; [4 AAC 06.765 (c)(5) and (d)(5)]
13. \_\_\_ Ensure that examinees use only those reference materials allowed by the test publisher’s testing procedures; [4 AAC 06.765 (d)(6)]
14. \_\_\_ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies; [4 AAC 06.765 (d)(8)]
15. \_\_\_ Ensure that examinee’s answer is not altered after testing is completed; [4 AAC 06.765 (d)(9)]
16. \_\_\_ Ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session; and [4 AAC 06.765 (d)(10)]
17. \_\_\_ Ensure that no individual (including but not limited to other proctors, test administrators, teachers, parents/guardians, administrators) 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)]
18. \_\_\_ I will not open student test books/answer booklets before, during, or after testing for any reason, **even when the Test Directions for the TerraNova indicate to “hold up a folded test book”**, except as required to deliver documented accommodations. [4 AAC 06.765 (b)]
19. \_\_\_ I shall immediately report any potential breach of test security [4 AAC 06.765 (h)] or violation of Alaska Administrative Code (AAC) to the department (through the appropriate school/district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP Test Coordinator).
20. \_\_\_ I will assist, as needed, the designated district personnel in charge of testing 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 06.755 (b)]

**HSGQE SECTION**

[To be completed by those also administering the HSGQE]

**\*\*\* INITIAL IN THIS SECTION ONLY IF YOU ARE ADMINISTERING THE HSGQE \*\*\***

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

22. \_\_\_ 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)]

*Continued on page 3*

**ENGLISH LANGUAGE PROFICIENCY SECTION**

[To be completed only by those also administering or assisting with the ELP Assessment.]

**\*\*\* INITIAL IN THIS SECTION only IF YOU ARE ADMINISTERING OR ASSISTING WITH THE ELP ASSESSMENT \*\*\***

**PRIOR TO ADMINISTRATION OF THE ACCESS FOR ELLS I WILL:**

23. \_\_\_\_\_ Complete all training requirements for administering the ACCESS for ELLs annually, and submit certification of completion to the district ELP Test Coordinator.

**To the best of my ability and within the scope of my responsibility, I will exercise due diligence to:**

24. \_\_\_\_\_ Ensure no test, test question, [or approved answer] is copied in any manner by a student, teacher, or anyone else; [4 AAC 06.765 (d)(5)]

25. \_\_\_\_\_ Ensure that limited English proficient (LEP) students receive NO LEP accommodations while taking the ACCESS for ELLs; and

26. \_\_\_\_\_ Ensure the confidentiality of tests scores. The scores will not be released except as specified by state regulations. [variation on 4 AAC 06.765 (g)]

A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this agreement is subject to investigation and adjudication by the Professional Teaching Practices Commission. [4 AAC 06.765 (e)]

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.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and Last name typed or printed clearly

\_\_\_\_\_  
School

\_\_\_\_\_  
School District

**Return original completed form to the appropriate district personnel (i.e., District Test Coordinator, Associate Test Coordinator, ELP Test Coordinator) Keep second copy for your files.**

**DO NOT SEND THIS FORM TO EED**

#### **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.