



## 2011-2012 Alternate Assessment Test Security Agreement

Covers: Testing Personnel, Qualified Assessors,  
Qualified Mentor-Trainers

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 for accountability purposes. Accordingly, the Department of Education & Early Development (EED) must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of individuals who develop the tests, who handle the tests, who administer the tests, and/or those who use the results to follow test security laws, regulations, and procedures.

Listed below are required procedures in administering assessments and 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 and district 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., District Test Coordinator, Alternate Assessment Qualified-Trainer, or the State of Alaska Assessment Administrator #907-465-8431).

### ALL TESTING PERSONNEL SECTION

To be completed by each person assisting with testing or administering Alaska Alternate Assessments. All test personnel, qualified assessors, and qualified mentor-trainers must initial items in the first section. Checkmarks, lines, electronic initials are not acceptable. (Mark NA if not applicable to your duties)

1. \_\_\_ I will deliver this properly signed Test Security Agreement to the District Test Coordinator (DTC) before receiving any test materials, or administering any tests if applicable.
2. \_\_\_ I am employed by the school district.
3. \_\_\_ I will follow district confidentiality policies regarding the Alternate Assessment, and I have read the attached regulation and Alternate Assessment Test Security policies.
4. \_\_\_ **I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the applicable provisions detailed in regulation 4 AAC 06.765 Test Security; Consequences of Breach.**
5. \_\_\_ I will ensure that no one violates the accuracy of the test results by manipulating the process, demographic data, or the student’s answers and scores.
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) Test Security]
7. \_\_\_ I will inventory and track materials.
8. \_\_\_ I will securely store Alternate Assessment materials before and during the test window.

### **Section for Qualified Assessors & Qualified Mentor-Trainers**

To be completed by each person who will be administering assessments or training assessors. Initial all items in this section. Checkmarks, lines, electronic initials are not acceptable. (Mark NA if not applicable to your duties).

9. \_\_\_ In order to ensure inter-rater reliability and maintain statewide consistency of scores for the Alternate Assessments, and in order to ensure that I have a thorough knowledge of test administration rules, procedures, and scoring decisions, I certify that I will: a) work under the guidance of a qualified mentor-trainer or EED staff; b) read the required online training materials prior to checking the "I have read this page" box, and c) complete the training modules for each section (administration, reading, writing, mathematics, science) **prior to taking the proficiency test** for that section.
10. \_\_\_ In order to ensure testing fidelity among assessors, I certify that I will: a) read and follow the vendor's directions for test administration and scoring prior to administering the tests, (or training others); and b) accurately complete the scoring protocols and record student scores while administering the test (or training others).
11. \_\_\_ I will ensure that all students on my caseload who are eligible for alternate assessments are entered into the online data entry system (under student setup) by the specified time frame.
12. \_\_\_ I will complete the administration, scoring, and data entry during the specified test window. If a student is not assessed in one or more content areas, a reason not tested will be specified in the student record. Student scores (and any reasons not tested) will be submitted to EED via the online data entry system by the close of the test window.
13. \_\_\_ I will ensure that no answers are altered after testing is completed. [4 AAC 06.765 (d) (9) Test Security; Consequences of breach]
14. \_\_\_ I will ensure that students receive testing in an appropriate environment.
15. \_\_\_ I will shred hard copies of the tests and delete all downloaded tests from the computer within a week of the test window closure to protect test security. If any of my students are selected by EED and the test vendor to participate in a reliability/validity study which requires a review of testing materials, I will retain the specified test materials and follow any shipping instructions. In April 2012, assessors will NOT shred grade 8 and 10 writing scoring protocols and student materials as these will be collected and shipped for a rater study.
16. \_\_\_ I will immediately report any potential breaches of test security or violation of the Alaska Administrative Code (AAC) as cited in the regulations and policies attached, to the department through the appropriate school/district personnel (i.e., District Test Coordinator, Associate Test Coordinator, and Alternate Assessment Qualified Mentor-Trainer).

### **Section for Qualified Mentor-Trainers Only**

To be completed by each person who will be training assessors. Initial all items in this section. Checkmarks, lines, electronic initials are not acceptable. (Mark NA if not applicable to your duties).

17. \_\_\_ I will file a properly signed Test Security Agreement with the EED Alternate Assessment Program Manager, and provide a copy to the District Test Coordinator, and retain a copy for my files.

18. \_\_\_ I will complete all of my required training and demonstrate proficiency as a qualified mentor-trainer prior to training assessors.
19. \_\_\_ I will work with my protégés to ensure that they receive adequate training and meet the requirements in the qualified assessor section above. I certify that I will change the status of the protégé's under my supervision in the online system only after they have completed the required training prior to taking proficiency exams, passed all proficiency exams, and have read and signed a test security agreement.

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 will be followed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
School

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

**This form must be completed and returned before the first day of testing. Return the original completed form before January 30, 2012 to your District Test Coordinator. Qualified Mentor Trainers return a copy to EED before January 30, 2012. Keep a 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, 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 annually execute an agreement, on a form provided by the department, affirming that they will follow the test procedures required under this section.

(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.

\*Note:

(c) (5) - Alternate Assessments must be downloaded and copied for administration purposes, but secure test items and training materials may not be copied and used for other purposes. Test materials (scoring protocols and student materials are shredded within one week after the close of the test window.)

(d) (1) - Alternate Assessments are not pre-coded. Assessors do enter student demographic information into the online data entry system by a required date.