



## 2018 - 2019 SUMMATIVE TEST ADMINISTRATION SECURITY AGREEMENT

Every district employee who is involved in the administration of any state required summative test (Aspire and, DLM, ELPA21) must read the following list of prohibited activities and sign this security agreement indicating that you understand these actions and their consequences prior to setting up for and/or administering the test. The district shall verify each person holds a current license from the Arkansas Department of Education or AQT status, has attended training and has signed this agreement **prior** to administering any tests. Once signed, this agreement will be in effect for all the 2018-2019 assessments.

The security of all test materials must be maintained before, during, and after test administration. **I have been trained in test administration and test security. I understand what actions are strictly prohibited. Engaging in such activities may result in a referral to the Professional Licensure Standards Board for investigation or possible other sanctions.**

- Reading or viewing the passages or test items before, during, or after testing, including viewing responses on a student's computer screen (*except when providing approved read-aloud or scribe accommodation as specifically indicated in an IEP or Section 504 plan or DLM*).
- Saving, copying or otherwise reproducing (such as taking a picture of) **all or any part of** the test or any secure test materials.
- Copying, revealing or discussing the passages, test items or student responses.
- Coaching students during testing or altering or interfering with students' responses in any way.
- Giving students verbal cues or non-verbal cues.
- Failing to follow test administration directions specified in the appropriate administration manual and ADE training.
- Knowingly engaging in activities that will adversely affect the validity, reliability, and/or fairness of the test(s).
- Scoring—formally or informally—test items or student responses (other than evaluating the DLM writing response).
- Engaging in activities that will result in lack of supervision of students while in a testing session.
- Not following district cell phone policy or failing to actively monitor students during test administration or while secure test materials are still distributed/accessible in the classroom/testing area.
- Using a cell phone or other prohibited electronic device other than as approved in local test administration policy for communication.
- Leaving secure test materials unattended or failing to keep test materials secure at all times.
- Leaving students unattended for any period of time while tests are being administered.
- Giving students more time than is allotted for the session (*except for students who have been assigned the additional time accommodation as specifically indicated in their IEP, 504, or LPAC or the untimed DLM tests*).
- Encouraging students to finish early or ending a session before standard time has elapsed.
- Displaying or failing to cover visual aids in the room that may advantage students.
- Administering the assessment to children, wards, or siblings or allowing family members access to secure test materials that only persons explicitly designated to administer tests to students may possess.
- Removing secure test materials from the school's campus (other than approved transfer to another site).
- Discussing the content of the test with anyone, especially students or school personnel, through verbal exchange, email, social media, or any other form of communication.
- Administering the test outside the specified test date or window or outside the school-day unless prior approval from ADE is obtained.
- Failing to collect, inventory, and, if directed, securely destroy all scratch paper and student testing tickets.
- Failing to report any testing irregularity or breach of security of which I am aware.

*I certify that all security measures will be maintained and that prohibited activities identified on this document, in the testing manual and/or in training have been acknowledged and understood.*

In the spaces below, print your name and then sign and date the form.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this form (signed) to your School Test Coordinator, and keep a copy for your records.**