

PASA DLM Test Security Affidavit for Support Staff and Related Service Personnel

This document serves as the PASA DLM Test Security Affidavit for individuals that may be present during test administration (i.e., paraprofessional, interpreter, behavior specialist, related service personnel) and do not have an active role in the PASA DLM Kite portal. All PASA assessors are required to complete an online test security affidavit via the DLM Kite Educator portal prior to accessing student assessments.

This document identifies specific actions which are inappropriate and violate, in spirit and intent, a secure statewide alternate assessment. It is provided in coordination with security procedures put forth by the Pennsylvania State Board of Education and published in the *Pennsylvania School Code* and the *PASA DLM Test Administration Manual*. Failure to adhere to test security procedures may result in disciplinary action and/or revocation of the teaching certificate by the Pennsylvania State Department of Education.

1. To disclose secure test items or student responses before, during, or after the assessment
2. To review, read, or look at test items or student responses before administering the assessment, except under conditions outlined in the *PASA DLM Test Administration Manual*
3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment
4. To alter student responses
5. To alter the test procedures stated in the *PASA DLM Test Administration Manual*
6. To allow students to use additional aids other than what the Accessibility Manual allows
7. To have secure test materials in one's personal possession outside of the allowable procedures outlined in the *PASA DLM Test Administration Manual*
8. To leave secure test materials in non-secure locations and/or unattended by professional staff
9. To take or post pictures of *PASA* test materials on a social media or other public sites
10. To fail to report a test security violation

By signing below, I certify that I have read the above policy and agree to abide by established *PASA* test security procedures.

Name

Date

District

Position

*The signed copy of this form must be kept on file by the PASA Assessment Coordinator and be available upon request.