



2011-2012

# Alaska Comprehensive System of Student Assessment (CSSA)

## District AND ELP Test Coordinator Test Security Agreement

(Do **NOT** complete if you already have one on file for the 2011-2012 school year.)

- District Test Coordinators complete Sections 1 and 2.
- ELP Test Coordinators complete Sections 1 and 3.
- Those who are both District Test Coordinators and ELP Test Coordinators complete the entire form.

Ensuring the security of test materials is an essential responsibility of District and ELP Test Coordinators. Lost or compromised tests threaten the integrity of the entire testing program.

Listed below are required procedures for District and ELP Test Coordinators in handling test materials. Please read each statement carefully and **initial each line within the appropriate section** to indicate that, as District or ELP Test Coordinator, you agree to follow these procedures. At the end of this form, please sign your full name and indicate the name of your school district.

If you have any questions about test security or about any of the procedures listed below, please contact the Assessment Administrator for the Department of Education & Early Development at (907) 465-8431.

### Section 1. District Test Coordinator (DTC) AND English Language Proficiency (ELP) Test Coordinator Section

**\*\*COMPLETE IF YOU ARE THE DISTRICT TEST COORDINATOR, THE DISTRICT ENGLISH LANGUAGE PROFICIENCY TEST COORDINATOR OR BOTH\*\***

I agree to follow these procedures to safeguard restricted testing materials: (Read and INITIAL each line below.)

- \_\_\_\_\_ I have read and understand the attached regulation 4 AAC 06.765. Test security; consequences of breach.
- \_\_\_\_\_ Ensure all sites inventory and track materials from the time the materials arrive at the school until the time materials are returned to the district. [4 AAC 06.765 (d)(2)]
- \_\_\_\_\_ Ensure all sites securely store tests before and after each testing session. [4 AAC 06.765 (d)(3)]
- \_\_\_\_\_ Ensure all sites control distribution within the test site. [4 AAC 06.765 (d)(4)]
- \_\_\_\_\_ Ensure that examinees use only those reference materials allowed by the testing procedure. [4 AAC 06.765 (d)(6)]
- \_\_\_\_\_ Ensure that examinees do not exchange information during a test, except when the test procedure so specifies. [4 AAC 06.765 (d)(8)]
- \_\_\_\_\_ Ensure that an examinee's answer is not altered after testing is completed. [4 AAC 06.765 (d)(9)]
- \_\_\_\_\_ Ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. [4 AAC 06.765 (d)(10)]
- \_\_\_\_\_ Ensure that each school test center is secure, free of disruptions, has an established seating arrangement and is well lighted. [4 AAC 06.765 (c)]
- \_\_\_\_\_ Ensure that no individual (including but not limited to test proctors, test administrators, 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)]

***Complete the applicable section on page 2. Complete both sections if you serve as both the DTC and the ELP Test Coordinator. Signature is required on page 3.***

## Section 2. District Test Coordinator Section

**\*\*COMPLETE ONLY IF YOU ARE THE DISTRICT TEST COORDINATOR \*\***

I agree to follow these procedures to safeguard restricted testing materials: (Read and INITIAL each line below.)

- \_\_\_\_\_ Tests will be administered only in school test centers designated by each district. 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)]
  
- \_\_\_\_\_ Assign as many test proctors or test administrators to each school test center as necessary to ensure 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)]
  
- \_\_\_\_\_ Inventory and track all test materials upon receipt; securely store tests before distribution to test sites and after their return; control distribution to and from test sites; and control the storage, distribution, administration, and collection of tests. [4 AAC 06.765 (c)]
  
- \_\_\_\_\_ 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)]
  
- \_\_\_\_\_ Provide training in test procedures to all district 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)]
  
- \_\_\_\_\_ Obtain (prior to the beginning of the test administration) and keep on file a signed Associate Test Coordinator Test Security Agreement for every Associate Test Coordinator. [4 AAC 06.765 (f)]
  
- \_\_\_\_\_ Obtain and keep on file a signed Test Security Agreement for every proctor and all testing personnel designated for my school district. [4 AAC 06.765 (f)]
  
- \_\_\_\_\_ 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)]
  
- \_\_\_\_\_ Code the tests according to test administration directions before testing. [4 AAC 06.765 (d)(1)]
  
- \_\_\_\_\_ Immediately report any potential breach of test security [4 AAC 06.765 (h)] or violation of Alaska Administrative Code (any items cited with 4 AAC... ) to the department.

## Section 3. ELP Test Coordinator Section

**\*\*COMPLETE ONLY IF YOU ARE THE ELP TEST COORDINATOR \*\***

I agree to follow these procedures to safeguard restricted testing materials: (Read and INITIAL each line below.)

- \_\_\_\_\_ Ensure the ACCESS for ELLs be administered only in school test centers designated by each district.
  
- \_\_\_\_\_ Provide training for ACCESS test administrators and ensure no district personnel implement the ACCESS for ELLs without certification of formal training. [4 AAC 06.765(a)(2-3)]
  
- \_\_\_\_\_ Assign as many test administrators to each school test center as necessary to ensure adequate supervision of students taking the test, but not less than one test administrator per 30 examinees.
  
- \_\_\_\_\_ Obtain and keep on file the signed Test Security Agreement and Certificate of Training for every ACCESS test administrator designated for the school district. [4 AAC 06.765 (f)]
  
- \_\_\_\_\_ Inventory and track all test materials; securely store tests before distribution to test sites and after their return; control distribution to and from test sites; and control the storage, distribution, administration and collection of tests. [4 AAC 06.765 (c)(2-4)]

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

\_\_\_\_\_ Ensure that limited English proficient (LEP) students receive no LEP accommodations while taking the ACCESS.

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The District Test Coordinator and/or ELP Test Coordinator who violates these procedures has engaged in substantial noncompliance with the regulations of the Alaska Department of Education & Early Development.

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 District

Fax completed form by **September 30, 2011** to:

**Education Associate**  
**Dept. of Education & Early Development**  
**465-8400**  
Keep copy for your files.

**FAX THIS FORM TO EED**  
**465-8400**

#### **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.