

7.5 E-TEST ADMINISTRATOR SECURITY AGREEMENT

Test Administration Security Agreement

I acknowledge that I will have access to the SAWS examination and test materials for the purpose of administering the examination. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the examinations to any other person through verbal, written or any other means of communication.
2. I will not copy any part of the tests or test materials.
3. I will keep the tests secure until the tests are actually distributed to pupils.
4. I will limit access to the test and test material by test examinees to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages or other test items independently or with pupils or any other person before, during or following testing.
7. I will return all test materials to the designated building coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the directions for test administration and test administration manual prepared by the testing contractor.
10. I have been trained to administer the tests.

Signed

Print Name

School

District

Date

This form may be photocopied.