WYOMING
DEPARTMENT OF EDUCATION

Security Agreement for Assessing a Homeschool/Private School Student on a Wyoming Public School Campus

I, Jenny Arne (Print Signatory's Full Name), have the authority to allow Anah Heyboer + Daniel Lee (Print Student's Name) to participate in a state assessment at Pinedale Elementary (Name of campus/building), on 1/30/18, 1/31/18, 2/7/18. (Date(s))

I agree to administer the assessment in accordance with the Wyoming Department of Education assessment procedures and test security policy. I am liable for test security breaches that may occur while assessing a homeschool/private school student on public school grounds.

Test Security Agreement

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Wyoming Department of Education (WDE) must take every step to assure the security and confidentiality of the state test materials. All personnel involved in testing must maintain test security and agree to the following:

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy or take a photo of any part of the test or test materials.
3. I will keep the tests secure until the tests are ready to be administered. Keeping materials secure means that testing materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet or closet within that room.
4. I will keep all assigned, generated, or created usernames, passwords and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the assessment delivery system.
5. I will not allow anyone other than the assigned student to log in to the student's assigned tests. I may assist a student with using their information to log into his/her assigned test.
6. I will not allow students to access electronic devices that allow them to access outside information, communicate with other students, and/or photograph or copy test content. This includes, but is not limited to cell phones, personal digital assistants, tablets, laptops, cameras, and electronic translation devices.
7. I will actively supervise students throughout the assessment and verify that pupils have selected the appropriate assessment for the testing session.
8. I will collect and account for all materials following each period of testing and will not permit students to remove test materials, including scratch paper, from the room where testing takes place.
9. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
10. I will return all test materials, including secure test forms, scratch paper, etc., to the designated Building Coordinator **daily** upon completion of testing.
11. 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.
12. I will administer the test in accordance with the Directions for Test Administration and the Test Administration Manual prepared by the testing contractor.
13. I have been trained to administer the tests.
14. I understand that failure to comply with the administration and security requirements may result in one or more of the following penalties:
    a. invalidating test scores for an individual student or for groups of students; and
    b. placing a school on a monitoring list for future test administrations; and
    c. prohibiting specific personnel from administering a test in the future; and
    d. requiring re-training plan for a school or district; and
    e. reporting findings to the Professional Teaching Standards Board for potential actions related to professional licensure in Wyoming consistent with Chapter 9, Section 7(c) Reprehensible Conduct.

Jenny Arne
Signed

Jenny Arne
Print Name

WY-TOPP WY-ALT ACT WorkKeys
Assessment (circle)

Pinedale Elementary
School

SCSD #1
District

1/18/2018
Date

This form is to be kept as a testing record and a copy must be submitted on the WDE Test Security Webpage.

This form may be photocopied.

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Keep on file or keep a digital copy for two years.

This document must be completed each school year for the homeschool/private school student.