



2024-2025 Test Security Agreement

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Matanuska-Susitna Borough School District (MSBSD), affirming that they will follow the test administration procedures required by the district and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests.

Test security is essential to obtain reliable and valid scores. Accordingly, the MSBSD must take every step to assure the security and confidentiality of testing materials. It is the responsibility of individuals who handle the tests, who administer tests, and/or who use the results of the test to follow test security regulations and procedures. If you have any questions about test security or about any of the procedures listed below, please contact the Assessment Coordinator at 907.761.4020.

Directions:

- Please complete the entire Test Security Agreement accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s). If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

Name: _____ School/Site: _____

Read and initial each line below. If a line does not apply to you, indicate by writing N/A.

By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

Testing Personnel/Training

_____ Before administering any district-wide assessments (aimswEBplus &/or MAP), I will deliver this properly signed Test Security Agreement to the appropriate personnel.

_____ I understand that if I violate any of the provisions of this Test Security Agreement, I may not be allowed to administer future MSBSD assessments.

_____ I am employed by the MSBSD as an administrator, teacher, classified staff, or substitute.

_____ All staff participating in district-wide assessment administration will attend district training and complete all required activities. Only trained employees of the school district may participate in test administration.

For NWEA: MAP this includes watching MAP training videos (Proctor Quick Start, Set Up Testing, Interrupt & Continue, and Makeup Testing), using the NWEA printed materials, and adhering to standardized administration procedures.

Testing Location

_____ Each school test center must be secure, free of disruptions, have an established seating arrangement (as defined by test publisher), and be well lighted.

_____ Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students.

Test Materials Security

_____ School and district personnel responsible for test administration shall ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

_____ School and district personnel responsible for test administration shall **inventory and track materials, securely store materials, and maintain control over the materials** from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher. Application of these procedures to computer-based assessments includes, but is not limited to, the following examples:

- Secure storing of the assessments, secure use of student test tickets, ensuring students are not able to easily view others' device screens, checking student devices to ensure that the test engine is operating properly, student login/password/code details, and directions and access codes for re-activating an assessment.

Secure Testing Practices

_____ School personnel at a school test center shall 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 district.

_____ School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session.

_____ Test questions may be disclosed to a student on the date/time specified by the district, testing personnel in the course of fulfilling their duties, and a test administrator if necessary to fulfill duties regarding the delivery of accommodations.

_____ School personnel at a school test center shall ensure that no test or test question is paraphrased in any manner by an examinee or anyone else.

_____ School personnel at a school test center shall ensure that examinees do not exchange information during a test, except when the test procedure so specifies.

_____ School personnel at a school test center shall ensure that an examinee's answer is not altered after testing is completed.

_____ School personnel at a school test center shall ensure that students are given only one opportunity to take the assessment. We realize that each assessment is just a snapshot of the student's abilities from one test event. That is one reason why it is so important to triangulate when making instructional decisions based on data.

Accommodations

_____ A student with documented accommodations may only use accommodations that are approved by the test publisher.

Data and Test Results

_____ 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.

All employees must submit this Test Security Agreement to the appropriate personnel prior to receiving any materials or administering the assessments.

I have read and understood all 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 Matanuska-Susitna Borough School District will be followed.

Signature

Date

First and last name printed clearly