



Appendix B: State Test Integrity and Security Agreement

Before the administration of a Districtwide assessment, **authorized personnel must:**

1. Complete testing integrity training, as developed by OSSE; and
2. Sign a [testing integrity and security agreement](#), as developed and distributed by OSSE;
3. Immediately [report](#) any breach of testing security to the school's test monitor, the LEA Test Integrity Coordinator, or the State Test Integrity Coordinator, OSSE, and
4. Cooperate with OSSE in any investigation concerning the administration of a Districtwide assessment.

Authorized personnel are prohibited from (for specific and responsibilities, refer to the State Test Guidelines):

1. Photocopying or in any way reproducing, or disclosing secure or other materials related to Districtwide tests;
2. Engaging in discussions, instruction, reviews, reading, or looking at test items or student responses before, during, or after administering the Districtwide assessment, unless specifically permitted in the test administrator's manual;
3. Allowing anyone to review the secure state test;
4. Making a false certification on the test security form established by the OSSE;
5. Assisting students in any way with answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment;
6. Altering student responses in any manner and altering test procedures (unless explicitly authorized in writing by the OSSE) stated in the formal instructions accompanying the Districtwide assessments;
7. Allowing student examinees to use notes, references, or other aids, unless the test administrator's manual specifically allows;
8. Allowing any form of cheating;
9. Failing to actively supervise students at all times during testing sessions, examples include:
10. Having in one's personal possession secure test materials except during the scheduled testing date;
11. Allowing students to view or practice secure test items before or after the scheduled testing time;
12. Making or having in one's possession answer keys before the administration of that Districtwide assessment; except, when it is authorized to have an answer key that has already been administered;
13. Leaving secure test materials in a non-secure location or unattended by authorized personnel;
14. Providing unapproved test accommodations to a student;
15. Allowing students in grades 3-5 the use of calculators in the mathematics test;
16. Scoring student responses;
17. Making statements regarding the accuracy of the student's responses on the state test;
18. Failing to return and account for all testing materials as soon as the testing session has terminated;
19. Failing to keep all assigned, generated, or created usernames, passwords and logins secure;
20. Allowing anyone other than the assigned pupils to log into their assigned test;
21. Using a pupil's information to log in as a student or allow a student to log in using another pupil's information;
22. Displaying a student's name and unique student identifier together in any written or electronic format;
23. Allowing students to access electronic devices that allow them to access outside information, communicate with other students, or photograph or copy test content.
24. Permitting students to remove any test materials by any means from the room(s) where testing takes place;
25. Failing to collect and count all test materials before allowing any pupil to leave the testing room and/or to ensure that all pupils have properly logged off the computer system.
28. Violating the OSSE [cell phone policy](#) and the use of [unapproved electronics, unapproved computer devices](#) during the administration of a Districtwide assessment; and
29. Retaliating against any other employee, parent, or student solely because that individual reports or participates in an investigation of a potential failure of the test security plan or other testing integrity, security policy or protocol.

The failure to comply with the prohibitions set forth above shall not be considered a violation if the action is necessary to provide for an accommodation that is explicitly identified in a student's IEP or an approved accommodation plan for a special needs student.

I agree to abide by all state test security guidelines and I acknowledge that knowingly and willingly violating a District law, regulation or a test security plan could result in civil liability and fines to include the loss of an OSSE granted certification or license.

Print Name _____ Signature: _____ Date: _____

LEA: _____ School: _____ Position: _____

