

**School Year 2017-2018**  
**Assessment Test Security Agreement**  
**For Superintendents/Charter Representatives and District Test Coordinators**

As Superintendent/Charter Representative or District Test Coordinator, I acknowledge that all state Assessment Tests (AIMS Science, AIMS A Science, AzMERIT 3-8, AzMERIT EOC, MSAA and AZELLA Placement and AZELLA Reassessment Tests) are secure tests and I agree to the following conditions concerning the security of the state Assessment Tests.

1. Superintendents and Charter Representatives are responsible for all testing activities within their district/charter. Superintendents and Charter Representatives are allowed to designate a District Test Coordinator to act on their behalf.
  - a. An accurate Assessment Test Coordinator Information Sheet for School Year 2017-2018 must be on file with the Assessment Section of the Arizona Department of Education (ADE).
  - b. The designated District Test Coordinator(s) must complete all pre-test trainings provided by ADE for each of the test administrations in which that the district will be participating.
2. All necessary security precautions shall be in place to safeguard test materials.
  - a. Access to paper test books, answer documents, test booklets, paper based assessments, online tests, and all other secure ancillary documents is restricted.
  - b. All persons having access to the secure test materials, other than students to whom the tests are administered, shall sign a School Year 2017-2018 State Assessment Test Security Agreement which will be kept on file for 6 years.
    - i. Building administrators shall maintain the agreements signed by building staff.
    - ii. Superintendents/charter representatives shall maintain the agreements signed by building administrators.
    - iii. The Assessment Section of ADE shall maintain the agreements signed by superintendents and charter representatives.
  - c. A list of students who responded to any portion of each test must be kept on file, with the names of who the test administrator(s) and test proctors(s) who were in the test room during the test administration.
  - d. All secure test materials including secure ancillary test materials shall be kept under lock and key **except during actual test times when distributed to students.**
    - i. Secure test materials shall be delivered to test administrators no sooner than the date of testing.
    - ii. Students shall not be permitted to remove test materials including scratch paper from the testing room except under supervision of staff.
  - e. All secure student documents shall not be examined, read, or reviewed by anyone other than the student unless in compliance with the appropriate Administration Directions.
    - i. No secure test materials shall be used for instruction before or after test administration.
    - ii. No content or items of the test shall be disclosed nor allowed to be discussed or disclosed.
    - iii. No student response or notations (including stray marks) on a student test booklet, answer document, or computer responses can be changed (or erased) and will be submitted for scoring exactly as completed by student.
    - iv. No reporting of any students' answer choices based on previous experience outside the test administration.
  - f. Upon completion of testing, all test materials, including student data sheets and/or secure testing materials including the appropriate Manuals and Administration Directions shall be returned to the designated District Test Coordinator.
3. All Usernames and passwords used for state assessments are unique to individuals and shall not be shared.
4. The district superintendent or charter representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.
5. *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated December 2007, shall be followed.
6. All instructions in the Coordinator Manuals and Administration Directions for each state assessment, which include reading the directions to students exactly as scripted, shall be followed.

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By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the State Assessment tests for School Year 2017-2018, will also sign an Assessment Test Security Agreement.

**District/Charter Name:** \_\_\_\_\_ **District Entity #:** \_\_\_\_\_

**Superintendent/Charter Representative:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Achievement District Test Coordinator:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Alternative Assessment District Test Coordinator:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AZELLA District Test Coordinator:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Email:** [Testing@azed.gov](mailto:Testing@azed.gov)