



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Proctor *Agreement to Maintain Test Security and Confidentiality for the Statewide Administration of ACT WorkKeys®

**This agreement form can be used for other testing staff (e.g., proctors) and other personnel in the school who will be involved in testing and/or handling ACT WorkKeys test materials.*

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of materials used for the statewide administration of the ACT WorkKeys® assessment program. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing and/or handling test materials so that they have a common understanding of test security and appropriate testing practices. DTCs and/or STCs must review test security policies and procedures with all room supervisors (test administrators), as well as other testing staff (e.g., proctors) and other personnel in the school who will be involved in testing and/or handling ACT WorkKeys test materials.

South Carolina test security legislation, S.C. Code Ann. § 59-1-445 (2004), and State Board test security regulations, 2 S.C. Code Ann. Regs. 43-100 (2015), are posted on the SCDE website. DTCs and/or STCs are required to provide adequate test security training for all room supervisors (test administrators), as well as other testing staff (e.g., proctors) and other personnel in the school who will be involved in testing and/or handling test materials. This training must include a review of test security legislation, regulations, policies, and procedures. The training must occur *at least one week prior* to the testing date so that proctors and other staff involved in testing have adequate time to become acquainted with their roles and responsibilities.

AGREEMENT:

I acknowledge that I will assist a room supervisor (test administrator), STC, or DTC with ACT WorkKeys tests that are a part of the South Carolina statewide assessment program. I understand that the tests are secure, confidential, and proprietary documents owned by ACT, Inc.

I acknowledge that, as a proctor or other individual involved in testing and/or handling test materials, it is my responsibility to follow the legislation and regulations regarding test security and testing ethics.

I acknowledge that I have read the test security legislation, regulations, and other appropriate information provided to me. I acknowledge that I have been instructed regarding test security and my responsibilities, as well as the limits of my responsibilities, by the STC or DTC.

I acknowledge that, as a proctor, it is my responsibility to adhere to the procedures described to me by the STC or DTC and presented in the ACT WorkKeys test administration manuals.

I acknowledge that, while serving as a proctor, I may not perform a dual role of room supervisor (test administrator).

I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

I will not coach examinees during testing, nor alter or interfere with examinees' responses in any way.

I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, and examinees' responses.

I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security legislation or regulations or this agreement form.

I understand that failure to follow test security legislation, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Date

Print Name

District and School