



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

ELLEN E. WEAVER

STATE SUPERINTENDENT OF EDUCATION

SC READY & End-of-Course Examination Program

Agreement to Maintain Test Security and Confidentiality

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 ensure the security and confidentiality of the state test materials. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices. STCs must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials.

The test administration manual (TAM) for each assessment program provides detailed test security information and administration guidelines. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel two weeks prior to the testing window so that test administrators have the opportunity to read the TAM and become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

For All Personnel:

I acknowledge that I will have access to tests that are a part of SC READY/EOCEP.

I acknowledge that I have the responsibility to *read all sections* of the TAM applicable to my role prior to the testing window.

I acknowledge that I have read and understand the test security laws, regulations, procedures, and other information provided regarding test security and my testing responsibilities, and I agree to comply with all state laws, regulations, procedures and requirements related to testing ethics and test security.

I acknowledge that I have received training regarding the administration of a statewide assessment. I further acknowledge that the training included a discussion of test security policies and test administration procedures as outlined in the TAM.

I understand the tests are secure, confidential, and proprietary documents owned by the SCDE.

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 or 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, oral/signed administration scripts, and examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets, answer documents, or oral/signed administration scripts) to the STC, the DTC or contractor, as appropriate.

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

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

In addition to the above statements, I acknowledge the responsibilities associated with my role as indicated below:

FOR DTCs (please initial)

___ As a DTC, I acknowledge that I have distributed TAMs to the STCs two weeks prior to the testing window and have required each STC to read all sections of the TAM.

___ As a DTC, I acknowledge that I have provided comprehensive training for all STCs that included a discussion of test security policies/procedures and test administration procedures as outlined in the TAM.

FOR STCs (please initial)

___ As a STC, I acknowledge that I have distributed TAMs to the Test Administrators (TAs) and the monitors prior to the testing window and have required each person involved with testing to read all sections of the TAM.

___ As a STC, I acknowledge that I have provided comprehensive training for all individuals involved in administering or monitoring the test and/or handling test materials. I further acknowledge that the training provided to the individuals included a discussion of test security policies and test administration procedures as outlined in the TAM.

Role (Check One)

___ District Test Coordinator (DTC)

___ School Test Coordinator (STC)

___ Test Administrator (TA)

___ Monitor

___ Other School Employee

Signature

Date

Print Name

District and School