STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Renaissance (myIGDIs™)
Agreement to Maintain Test Security and Confidentiality
District Test Coordinators, School Test Coordinators and/or Trainers

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 test materials. District Test Coordinators (DTC), School Test Coordinators (STC) and/or Trainers must provide appropriate information for all teachers involved in testing so that they have a common understanding of test security and appropriate testing practices.

The DTC/STC/Trainer must review test security policies and procedures with the teachers and require them to read all appropriate materials and documents provided to them.

_____ As DTC/STC I acknowledge I have provided comprehensive training for all individuals involved in administering or assisting with administration and/or handling test materials.

_____ As a DTC/STC/Trainer I acknowledge that I will have access to myIGDIs which is administered as part of the South Carolina statewide testing program.

_____ I agree to ask teachers to read all information or test security handouts that are provided to them.

_____ I agree to provide all teachers a discussion of test security policies/procedures and test administration procedures.

_____ I acknowledge that it is my responsibility to follow all of the state laws and regulations regarding testing ethics and test security.

_____ I acknowledge that it is my responsibility, as a DTC, STC, and/or Trainer, to follow all of the testing procedures and other documents that may be provided to me 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 access to test questions prior to testing or make answers available to students, parents, or teachers.

_____ I will not coach, help, or assist students in any way during testing; nor will I alter or interfere with students' responses in any way.

_____ I will not keep, copy, or reproduce any part of any secure test, in any manner inconsistent with the instructions provided by or through the SCDE which includes any secure tests, test questions, test content, and students' 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 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.

_____ _____

Signature Date

_____

Print Name

_____

District and School