STATE OF SOUTH CAROLINA

DEPARTMENT OF EDUCATION

Renaissance (myIGDIs™)
Agreement to Maintain Test Security and Confidentiality
Teacher or Test Administrator

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, School Test Coordinators, 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.

During their training session, the teachers or test administrators must be provided with information regarding test security laws, regulations, and procedures, as well as their responsibilities within the classroom. During the training session, the 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 a teacher and/or test administrator, I acknowledge that I will have access to myIGDIs which is administered as part of the South Carolina statewide testing program.

_____ As a teacher and/or test administrator, I agree to read all test security handouts or information that is provided to me.

_____ As a teacher and/or test administrator, I agree to attend a comprehensive training course that will include a discussion of test security policies/procedures and test administration procedures as outlined in the Test Administration Manual (TAM).

_____ I acknowledge that it is my responsibility, as a teacher and/or test administrator, to follow all of the state laws and regulations regarding testing ethics and test security.

_____ I acknowledge that I have read the test security laws, regulations, procedures, and other appropriate information provided to me regarding test security and my testing responsibilities.

_____ I acknowledge that it is my responsibility to follow all the testing procedures as outlined in the test administration manual and other documents that may be provided to me by the SCDE.

_____ I understand the tests are secure, confidential, and proprietary documents.

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

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

_____ 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 in any manner inconsistent with the instructions provided by or through the SCDE which includes any secure test materials including 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