



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**District Test Coordinator (DTC) and School Test Coordinator (STC)  
Agreement to Maintain Test Security and Confidentiality  
for the Statewide Administration of the PSAT/NMSQT®**

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 PSAT/NMSQT® 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.

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 (2016), are posted on the SCDE website. DTCs and/or STCs are required to provide adequate training for testing personnel regarding test security legislation and regulations, and the training must occur far enough in advance of the testing dates so that proctors and other staff involved in testing have adequate time to become acquainted with their roles and responsibilities.

DTCs must ensure that STCs review all test security policies and procedures. DTCs must require STCs to read all materials and documents provided to them and to sign an agreement to maintain test security and confidentiality. DTCs and/or STCs must review test security policies and procedures with all proctors (i.e., test administrators), other testing staff (e.g., monitors), and other personnel in the school who will be handling the PSAT/NMSQT® test materials. DTCs and/or STCs must require all individuals involved in testing and/or handling test materials to sign an agreement to maintain test security and confidentiality.

**AGREEMENT:**

As a DTC or STC, I acknowledge that I will have contact with and responsibility for the security of the PSAT/NMSQT® tests that are a part of the South Carolina statewide assessment program.

As a DTC or STC, I acknowledge that it is my responsibility to communicate testing procedures and directions for administration as outlined in digital and print media that may be provided to me by College Board, Inc. and/or the SCDE.

As a DTC or STC, I acknowledge that I have read the PSAT/NMSQT® test coordinator manuals and have communicated the responsibilities of proctor (test administrator) and other testing staff (e.g., monitors) to individuals who will be serving in those roles.

As a DTC, I acknowledge that I have required STCs to review South Carolina test security legislation and State Board test security regulations prior to the delivery of secure test materials and have required each STC to read and review all manuals and other necessary documents required to appropriately administer the PSAT/NMSQT® assessment.

As a STC, I acknowledge that, prior to the testing window, I have distributed copies of test security legislation and regulations to proctors (test administrators), other testing staff (e.g., monitors), and other personnel in the school involved in testing and/or handling test materials and have required each of these individuals to read all sections of the legislation and regulations.

As a STC, I acknowledge that I have provided comprehensive training for all proctors (test administrators), other testing staff (e.g., monitors), and other school personnel involved in testing and/or handling test materials. I further acknowledge that the training provided to these individuals included a discussion of test security policies and procedures and appropriate test administration procedures as outlined in test security legislation and regulations posted on the SCDE website.

I acknowledge that, as a DTC or STC, it is my responsibility to follow the legislation and regulations regarding test security and testing ethics.

I acknowledge that, as a DTC or STC, I have read the test security legislation and regulations and other appropriate information provided to me regarding test security and my testing responsibilities.

I acknowledge that, as a DTC or STC, I agree to follow the testing security procedures set forth in the security policies of the SCDE.

I understand that the PSAT/NMSQT® tests are secure, confidential, and proprietary documents utilized in the statewide assessment program and owned by College Board, Inc.

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, help, or assist examinees in any way during testing; nor will I 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, or examinees' responses.

I will return all secure test materials (including, but not limited to, test booklets and answer documents) to the DTC or to the contractor, by the required dates.

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