



Achievement Tests (AASA, AzSCI, ACT Aspire, and ACT) School Year 2023-2024 Staff Test Security Agreement

I acknowledge that all Achievement Tests are secure tests and agree to the following conditions of use to ensure the security of the test. For this document, Achievement Tests refers to AASA, AzSCI, ACT Aspire, and ACT.

1. I shall take necessary precautions to safeguard test materials.
 - a. I shall sign an *Achievement Tests Staff Security Agreement* for School Year 2023-2024.
 - b. Access to test materials, including online tests, is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
 - c. If test materials are distributed to me, I shall keep them under lock and key except during actual test times. This includes any student data sheets or student information sheets provided to me.
 - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
 - e. I shall not examine, read, or review the Achievement Tests.
 - i. I shall not disclose, nor allow to be disclosed, the content of the test.
 - ii. I shall not discuss any test item at any time.
 - iii. I shall not examine, read, or review any student responses.
 - iv. I shall not log into any student online test.
 - f. I shall not erase or change any student responses or any marks (including stray marks) on a scorable test booklet or answer document.
 - g. If test materials are distributed to me, I shall return all test materials to the school/district test coordinator immediately upon the completion of testing.
 - h. I shall not use any test materials for instruction before or after test administration. I shall follow *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated in December 2007.
 - i. I shall not provide prohibited or inappropriate resources to students during testing, including but not limited to graphic organizers, reference sheets, and calculators, except for tests and test sections where calculators are allowed.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer or proctor Achievement Tests for school year 2023-2024 must also agree to the following conditions to ensure the correct administration of the tests.

3. I shall participate in training activities prior to administering the tests.
4. I shall review the appropriate Test Administration Directions prior to administering the test.
5. I shall follow all instructions in the appropriate Test Administration Directions including reading the directions to students exactly as scripted.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the Achievement Tests, will also sign a Test Security Agreement.

Signed By: _____ Date: _____

Printed Name: _____

Title: _____ School: _____

**Please return signed copy as per instructions from your school/district test coordinator.
Signed copies will be maintained by school/district administrators for 6 years.**