



District Test Coordinator Security Agreement School Year 2024 - 2025

District or Charter: _____

District or Charter Holder Entity Number: _____

Superintendents and Charter Representatives are responsible for all testing activities and the security of the State Assessments (AASA, AzSCI, ACT Aspire, ACT, MSAA, Alt ELPA Assessments, AZELLA Placement, and AZELLA Reassessment Tests) within their district/charter. An accurate District Test Coordinator Security Agreement document for School Year 2024-2025 must be on file with the Assessments Section of the Arizona Department of Education.

Superintendents and Charter Representatives can designate one District Test Coordinator to act on their behalf as stated in State Board of Education Rule R7-2-310. If a District Test Coordinator is not designated, the Superintendent or Head of District or Charter will serve as the District Test Coordinator. All District Test Coordinators are expected to serve in this role for the full academic year. The Superintendent or Charter Representative must instruct the ADEConnect Entity Administrator to create an account for the designated District Test Coordinator in ADEConnect and assign the corresponding District Test Coordinator role. Each district or charter may select a separate individual for each of the required State Assessments. These individuals are responsible for the timely completion of all the testing activities within their district or charter for their specific State Assessment. District Test Coordinator activities include but are not limited to:

1. Completing statewide testing pre-test workshops or trainings, as mandated for the specific test administrations.
2. Conducting district or charter training and assisting faculty at all testing sites, as mandated for the specific test administrations.
3. Serving as a liaison between the Arizona Department of Education, district or charter personnel, and current test contractor(s).
4. Coordinating the provision of testing accommodations documented in an Individualized Education Program (IEP) or 504 Plan by collecting accommodations needed for students, submitting for additional accommodations, and arranging resources for test administrators.
5. Ordering of all required test materials.
6. Maintaining and monitoring the security of all assessment materials.
7. Coordinating, distributing, and collecting all test materials for all schools in the district/charter.
8. Monitoring test administration and being available in person throughout the duration of the test windows.
9. Checking the Arizona Department of Education Assessments websites and testing portals regularly for testing updates and due dates.

As Superintendent, Charter Representative, or District Test Coordinator, I acknowledge that all State Assessments are secure tests, and I agree to the following conditions concerning the security of the State Assessments.

1. All necessary security precautions shall be in place to safeguard test materials.
 - a. Access to paper test materials, answer documents, test booklets, computer-based tests, and all other secure ancillary documents is restricted.
 - b. All persons having access to the secure test materials and/or the testing environment, other than students to whom the tests are administered, shall sign for each testing program a School Year

2024-2025 staff test security agreement, which will be kept on file locally for 6 years. District policy determines if the signed documents are kept in hard copy or electronic format.

- i. Building administrators shall maintain the agreements signed by building staff.
 - ii. Superintendents/Charter Representatives shall maintain the agreements signed by building administrators.
 - iii. The Assessments Section of Arizona Department of Education shall maintain the agreements signed by Superintendents and Charter Representatives.
 - c. A list of students who responded to any portion of each test must be kept on file, with the names of the test administrator(s) and test proctors(s) who were in the test room during the test administration.
 - d. All secure test materials, including secure ancillary test materials, shall be kept under lock and key **except when needed for test preparation and administration**.
 - i. Secure test materials shall be delivered to test administrators no sooner than the date of testing.
 - ii. Students shall not be permitted to remove test materials, including scratch paper, from the testing room.
 - e. All secure student documents shall not be examined, read, or reviewed by anyone other than the student unless in compliance with the appropriate Administration Directions.
 - i. Secure test materials shall not be used for instruction before, during, or after test administration.
 - ii. Content or items of the test shall not be disclosed nor allowed to be discussed or disclosed.
 - iii. Student response or notations (including stray marks) on a student test booklet, answer document, or computer responses cannot be changed (or erased) and will be submitted for scoring exactly as completed by the student.
 - f. Upon completion of testing, all test materials, both secure and non-secure, shall be handled and processed following instructions for each assessment program.
2. State Assessments are to be administered in person at Arizona schools. Students must be tested in a physical building designated as a testing site by the district or charter. State Assessments cannot be administered remotely and cannot be administered outside the state of Arizona. Schools administering State Assessments at locations other than school property must provide addresses for all such off-site test locations and schedules to the Arizona Department of Education, as mandated for the specific test administrations.
3. All usernames and passwords used for State Assessments are unique to individuals and shall not be shared.
4. Neither identifiable student demographic information nor student IEP or 504 plan information shall be disclosed to unauthorized persons.
5. The Superintendent or Charter Representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff. All test security incidents must be reported to the Arizona Department of Education in a timely manner.
6. *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated December 2007, shall be followed.
7. All instructions in the Coordinator Manuals and Administration Directions for each State Assessment, which include reading the directions to students exactly as scripted, shall be followed.

The Arizona Department of Education may conduct observation of any State Assessment administration with or without advance notification. These observations are necessary to ensure the validity of the assessment.

For more information on State Assessments or to locate assessment program e-mail addresses, please visit www.azed.gov/assessment.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the State Assessments for School Year 2024-2025, will also abide by the above conditions, and I certify that the individuals named below are authorized to act on my behalf as the District Test Coordinator for each of the State Assessments. **If any of the individuals designated below are unable to complete any activities, including participating in a pre-test training, I will attend and complete in their place.**

Name of Superintendent or Charter Representative (print): _____

Email: _____ Date: _____

Superintendent/Charter Representative's Signature: _____

Enter the information in the form electronically, print, each person needs to sign the form, scan it, and send it to Testing@azed.gov. Shipping addresses must be an official district or charter building address in Arizona. The shipping address cannot be a PO Box, home, or other business address.

Achievement Testing District Test Coordinator – *This person will be responsible for AASA, AzSCI, ACT Aspire, and ACT.*

First Name: _____ Last Name: _____

Email: _____ Cell Phone # (optional): _____

Work Phone #: _____ Extension (if applicable): _____

Shipping Address: _____

Signature: _____ Date: _____

Alternate Assessment District Test Coordinator – *This person will be responsible for the MSAA and Alt ELPA.*

First Name: _____ Last Name: _____

Email: _____ Cell Phone # (optional): _____

Work Phone #: _____ Extension (if applicable): _____

Shipping Address: _____

Signature: _____ Date: _____

AZELLA District Test Coordinator – *This person will be responsible for the AZELLA Placement Test and AZELLA Reassessment Test administrations.*

First Name: _____ Last Name: _____

Email: _____ Cell Phone # (optional): _____

Work Phone #: _____ Extension (if applicable): _____

Shipping Address: _____

Signature: _____ Date: _____

Email this form to the Testing Inbox testing@azed.gov.