

**Arizona Alternate Assessments (MSAA ELA, Mathematics, Science and Alt ELPA)  
School Year 2024-2025 Test Security Agreement**

I acknowledge that all MSAA ELA, Mathematics, Science, and Alt ELPA tests are secure tests and agree to the following conditions of use to ensure the security of these tests.

1. I shall take the necessary precautions to safeguard test materials.
  - a. I shall sign the MSAA ELA, Mathematics, Science, and Alt ELPA Test Security Agreement for School Year 2024-2025.
  - b. I shall not attempt to gain access to test materials beyond what is granted to me by my school/district test coordinator, superintendent, or charter representative. Access to test materials, including online tests, is restricted.
  - c. I shall not share my log in credentials with anyone.
  - d. I shall store all test materials under lock and key except during actual testing times. This includes any student response sheets or student information sheets provided to me.
  - e. I shall not permit students to remove test materials from the testing room except under the supervision of staff.
  - f. I shall keep the MSAA ELA, Mathematics, Science, and Alt ELPA test content secure.
    - a. I shall not disclose, nor allow it to be disclosed, the contents of the tests.
    - b. I shall not discuss any of the test items at any time.
    - c. I shall not examine, read, or review any student responses.
    - d. I shall not report any students' answer choices based on previous experiences outside the testing window.
  - g. I shall return all MSAA ELA, Mathematics, Science, and Alt ELPA test materials to the school/district test coordinator immediately upon the completion of the testing window.
  - h. I shall not use any test materials for instruction before or after test administration.
  - i. 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.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by school personnel.
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 tests.
5. I shall follow all instructions in the appropriate Directions for Test Administration including **reading the directions to students exactly as scripted**.
6. I shall administer alternate assessments in person in a school or other secure environment as determined by the Arizona Department of Education and local policy.
7. I shall cooperate with observations conducted by or through the Arizona Department of Education.

Individuals who will administer or proctor MSAA ELA, Mathematics, Science and Alt ELPA tests for the school year 2024-2025 must also agree to the following conditions to ensure the accurate administration of the tests.

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. In addition, anyone I supervise or who may be exposed to secure test material will also sign a Test Security Agreement and abide by the above conditions.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

School: \_\_\_\_\_

**Please return the signed copy as instructed by your school/district test coordinator.  
Signed copies will be maintained by the school/district administrator for 6 years**