



Achievement Tests (AASA, AzSCI, ACT Aspire, and ACT) School Year 2026-2027 Staff Test Security Agreement

This Achievement Tests Staff Security Agreement must be signed by all employees of the district, charter holder, and school(s) who come in contact with test materials or the secure test environment, who administer tests or monitor students during test administration, or who assist with testing. Test security rules are designed to prevent actions or activities that may threaten the integrity of the test or student scores.

School and district personnel, including but not limited to test administrators, proctors, testing coordinators, and school or district/charter administrators, shall read and sign the Achievement Tests Staff Security Agreement as provided by the Arizona Department of Education (ADE) Assessments Section, affirming that they will follow the test administration procedures required by ADE and the test publisher. This form must be signed annually, and the signed agreement must be on file with the district or charter prior to receiving any test materials and/or administering any Achievement Assessments.

By signing this 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 will take necessary precautions to safeguard test materials, and I will not engage in any activity that adversely affects the validity, security, or fairness of the assessments.
 - a. I will sign an *Achievement Tests Staff Security Agreement* for School Year 2026-2027.
 - b. I understand that access to test materials, including online tests, is restricted. I will not attempt to gain access to test materials beyond that which is granted to me by my School Test Coordinator, District Test Coordinator, Superintendent, or Charter Representative.
 - c. If secure test materials, including but not limited to student information sheets or rosters, test booklets, answer documents, and secure testing tickets, are distributed to me, I will keep them in a secure and locked location except during actual test times. I will return all test materials to the test coordinator immediately upon the completion of testing.
 - d. I will not permit students to remove test materials from the testing room, including student testing devices, test booklets, scratch paper, and secure testing tickets.
 - e. I will not examine, read, review, discuss, disclose, nor allow to be disclosed, the content of any Achievement Assessments, including test items, passages, or prompts, or any student responses to any test items, passages, or prompts at any time before, during, or after testing.
 - f. I will ensure that students do not participate in any form of cheating.
 - g. I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, capturing via an unauthorized electronic device, or photocopying).
 - h. I will not allow the use of artificial intelligence (AI) to respond to any part of the test.
 - i. I will not use remote monitoring software to view a student's screen during testing.
 - j. I will not log into any student's online test, except when transferring the student responses of an ADE-approved Special Paper Version test for AASA or AzSCI.
 - k. Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
 - l. I will not provide or permit the use of unacceptable accommodations or tools on the test.
 - m. I will not erase or change any student responses or any marks (including stray marks) on a scorable test booklet or answer document nor direct students to erase or change any responses.

- n. I will prepare the testing room so that no student can view another student's test materials or computer screen and so that inappropriate visual aids are removed or covered completely before testing.
 - o. I will supervise the students at all times and focus my full attention on the testing environment. I will not allow students to talk, pass notes, cause disruptions, or communicate with each other in any way during testing. I will not allow students to access cell phones or other unapproved electronic devices during testing.
 - p. I will not use any test materials for instruction before or after test administration. I will follow [Test Preparation and Administration Practices](#) approved by the State Board of Education.
 - q. I will not provide prohibited or inappropriate resources or content support 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). I will not allow students to access notes, books, or any instructional materials during testing.
2. I will report any violation of this test security agreement to my School or District Test Coordinator as soon as possible.
 3. I understand that the district Superintendent or Charter Representative will develop, distribute, and enforce disciplinary procedures that will be applied when the actions of a staff member are such that they result in a test security violation.

Individuals who administer or proctor Achievement Tests for school year 2026-2027 must also agree to the following conditions to ensure the correct administration of the tests.

4. I will participate in and complete training activities necessary to understand test security and administration policies and procedures prior to administering the tests.
5. I will read the appropriate Test Administration Directions prior to administering the test.
6. I will follow all the instructions in the Test Administration Directions, including reading the directions to students exactly as scripted.

All schools, including brick-and-mortar and online schools, are required to ensure that Achievement Tests are administered in person in a room that meets the requirements of a secure test environment, including but not limited to testing in a room with only the students to be tested and testing staff who have been trained and who have signed a test security agreement present in the testing room; no education materials or posters on the walls; and student seating arranged so that testing staff can freely circulate the room and so that the possibility of prohibited behavior is minimized.

By signing my name to this document, I am assuring my district/charter and ADE that I will abide by the above conditions and that anyone I supervise, who will have access to the Achievement Assessments or the testing environment, will also sign a Test Security Agreement. I understand that a breach of test security may result in disciplinary action and one or more student tests being invalidated.

I certify that I have read the above policies, I understand the consequences of not following the security agreement requirements, and I will abide by the above conditions.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

School: _____ School Entity ID: _____

District: _____ District Entity ID: _____

This signed Test Security Agreement form must be kept on file by the Achievement District Test Coordinator and the district or charter holder office for six years. This signed agreement form must be made available to ADE upon request.

This form may not be altered. This form may be photocopied.