

## School Test Coordinator Assurance of Test Security

I have read and understand Parts I – VIII and all appendices of the 2010-11 Test Administration Manual and have received Test Administration and Security training.

I will make every attempt to assure that all students participate in testing. In accordance with the 2010-11 Test Administration Manual (Appendix K - Accessing Student Scores Online), I will use appropriate Test Modification codes to ensure that students' scores reflect any Modification to test administration procedures. I will not make copies of the test items or otherwise retain them. I will immediately return or report any Oregon test items or test booklets from previous years to my District Test Coordinator.

I will instruct staff on test administration procedures, security, and Modification coding according to the 2010-11 Test Administration Manual, including but not limited to:

- Handling and administering the 2010-11 Oregon Statewide Assessments in a secure manner.
- Consistently using the Accommodations Manual (<http://www.ode.state.or.us/search/page/?=487>) to understand allowable administration in response to student requests or when the student's IEP indicates an alteration in how a test is being administered.
- Preventing any review, discussion, or analysis of test items before, during, or after testing with either students or adults.
- Monitoring students during testing for inappropriate behavior such as use of instant messaging, taking digital pictures of test items, or other possible methods of cheating.
- Avoiding any review, evaluation, or other involvement with student responses.
- Never scoring the tests or otherwise giving students any feedback as to how well they are performing.
- Accessing printed student test materials only on the day of testing when tests are being administered to students or during processing.
- Not reviewing test items, even if a student believes they are flawed.
- **I will notify the District Test Coordinator immediately (within 1 business day) upon learning of a potential impropriety or irregularity, whether it is intentional or unintentional.**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

### **Keep on file at the district office for one year**

Disciplinary action by TSPC may result from violations of test security.