

Test Administrator Assurance of Test Security

I have read and understand Parts I – V and Appendices A & Q of the 2010-11 Test Administration Manual, as well as all appendices pertaining to each mode and subject assessment which I will be administering (checked below). I have received 2010-11 Test Administration and Security Training.

MODES OF OREGON ASSESSMENT OF KNOWLEDGE AND SKILLS (OAKS): ONLINE (APPENDIX B) BRAILLE (J)
 EXTENDED (I PLUS ATTEND ADDITIONAL TRAINING)

SUBJECTS: READING (C) MATHEMATICS (D) SCIENCE (E) SOCIAL SCIENCES (F) WRITING PERFORMANCE (G)
 ELPA (H)

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 actual 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 School Test Coordinator.

I will administer all statewide assessments within my responsibility following the procedures in 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 I believe they are performing.
- Accessing student paper test materials only on the day of testing when tests are being administered to students or while processing and accounting for paper materials before returning them to the School Test Coordinator on the day of testing. The only test materials that I may keep are the Test Administration Manual, Periodic Table of Elements, Mathematics Formula Page, Mathematical Conversion Sheet, and the Writing Guide to Revision.
- Not reviewing test items, even if a student believes they are flawed.
- **I will notify the School Test Coordinator immediately (within 1 business day) upon learning of a potential impropriety or irregularity, whether it is intentional or unintentional.**

Name (print): _____

Signature: _____

E-mail Address: _____ School: _____ Date: _____

Keep on file at the district office for one year
Disciplinary action by TSPC may result from violations of test security.