

Test Security Agreement

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Wyoming Department of Education (WDE) must take every step to assure the security and confidentiality of the state test materials. All personnel involved in testing must maintain test security. Upon completion, please return this form to the Building Coordinator.

1. I will not divulge the contents of the tests to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the tests or test materials.
3. I will keep the tests secure until the tests are actually distributed to pupils.
4. I will limit access to the test and test material by students to the actual testing periods when they are taking the tests.
5. I will collect and account for all materials following each period of testing and will not permit students to remove test materials from the room where testing takes place.
6. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
7. I will return all test materials to the designated Building Coordinator daily upon completion of testing.
8. I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manuals prepared by the testing contractor.
9. I will administer the test in accordance with the directions for test administration and test administration manual prepared by the testing contractor.
10. I have been trained to administer the tests.
11. I understand the consequences of not following the above security agreement requirements.

<i>Signed</i>	
<i>Print Name</i>	PAWS Wy-ALT ACT <i>Assessment (circle)</i>
<i>School</i>	<i>District</i>
<i>Date</i>	

This form is to be kept as a testing record and does not need to be sent to ETS or WDE.
This form may be photocopied.
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