
TEST ADMINISTRATOR SECURITY AGREEMENT

I acknowledge that I will have access to the PAWS test materials for the purpose of administering the assessment. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows. Upon signing the form, please return it to the Building Coordinator. This form is to be kept as a testing record for two (2) years and does not need to be sent to ETS or WDE.

1. I will not divulge the contents of the assessments 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 in a locked, secure location 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 student 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.

Signed

Print Name

School

District

Date

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This form may be photocopied.

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