

APPENDIX B
Test Security Agreement
TEST SECURITY AGREEMENT
South Dakota End of Course Exam

For District Administrators and Test Proctors

The following Test Security Agreement is applicable to state-created End of Course Exams accessed through online testing or paper testing. **The Test Security Agreement is also applicable to district-created End of Course Exams used for the purpose of waivers for Credit-Before Grade Nine and Course Equivalency Exams.**

The District will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff. All persons who will have access to or assist with the administration of the online or paper End of Course Exams must read and sign the Test Security Agreement before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials.

This agreement must be completed by a school administrator and test proctor(s) and forwarded to the South Dakota Department of Education before access to the state-created End of Course Exams is given. The Agreement must be signed each year. A security agreement must be submitted for **each** end of content area course exam that is given (per proctor). Forms must be mailed (not emailed or faxed).

Signed forms should be sent to:

End of Course Exams
South Dakota Department of Education
Office of Assessment and Technology Systems
800 Governors Drive
Pierre, SD 57501

(School District/School)

(Administrator signature) (Date)

(Administrator name/title, PRINT) (Email address)

This page must be signed by the appropriate official and mailed to the South Dakota Department of Education, Office of Assessment and Technology Systems. Districts may make as many copies of the Test Security Agreement as necessary.

School Division Personnel Test Security Agreement (Including Examiners/Proctors)

I acknowledge that I will have access to State-Created or District-Created End of Course Exams for the purpose of administering an End of Course Exam. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines for the End of Course Exams. I understand these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district to only those individuals who have a professional need to view the test.
2. I will not allow access to the test materials to any student or to any other person not so authorized to view the End of Course Exams.
3. The names of all persons having access to the materials will be kept on file (locally and sent to the SD DOE).
4. Test materials will be kept secure until they are distributed to students for the purpose of administering the test.
5. I will not hand out access codes (log-in information) prior to the administration of the test.
6. All test tickets or access codes must be collected following the test administration.
7. All persons are prohibited from logging into the Web-based application posing as a student, current or fabricated, to view any state-created End of Course Exam.
8. I will not improperly review test items, copy or take notes about any part of the test.
9. I will not divulge the contents of the test to anyone.
10. I will not provide answers to test items or any other improper assistance to students.
11. I will not alter students' responses in any way.
12. In no case will students be permitted to remove test materials from the room where testing takes place.
13. Upon completion of testing, I will return all test materials to the designated test coordinator of the school district.
14. If applicable, I will destroy all electronic and unused paper copies of the test immediately following testing.
15. **For Credit before grade nine** exams, I certify that any educator teaching a waived course in any content area **are** South Dakota certified to teach not only the content area waived, but also the grade level at which they are offering instruction.

Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the South Dakota Department of Education as an inappropriate use or handling of tests and will be treated as such.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Please be sure to print, sign and return the Test Security Agreement to the appropriate test administrator before administering any End of Course Exams. This agreement MUST be sent via regular mail service and not faxed. A Test Security Agreement must be submitted for each content area end of course exam that is given, per proctor.

Proctor Signature: _____

Proctor Printed Name: _____

Position: _____

Proctor Email: _____

Proctor Phone #: _____

District: _____

School: _____

Date exam will be given: _____

Credit Before Grade Nine Exam name: _____

OR

Course Equivalency Exam name: _____

This Testing Agreement may be photocopied.