

## AIMS HS and AIMS Science Tests School Year 2014-2015 Test Security Agreement

I acknowledge that AIMS HS and AIMS Science are secure tests and agree to the following conditions of use to ensure the security of the test.

1. I shall take necessary precautions to safeguard test materials.
  - a. I shall sign a School Year 2014-2015 test security agreement.
  - b. Access to test books and answer documents is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
  - c. If test books and answer documents are distributed to me, I shall keep them under lock and key except during actual test times.
  - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
  - e. I shall not examine, read, or review the AIMS HS and AIMS Science tests.
    - i. I shall not disclose, nor allow to be disclosed, the content of the test.
    - ii. I shall not discuss any test item at any time.
    - iii. I shall not examine, read, or review any student responses.
  - f. If test books and answer documents are distributed to me, I shall return all AIMS HS and AIMS Science test materials to the school/district test coordinator immediately upon the completion of testing.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer or proctor AIMS HS and AIMS Science for School Year 2014-2015 must also agree to the following conditions to ensure the correct administration of the tests.

3. I shall participate in training activities prior to administering the tests.
4. I shall follow *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated in December 2007.
5. I shall review the ***Test Administration Directions*** prior to administering the test.
6. I shall follow all instructions in the ***Test Administration Directions*** including **reading the directions to students exactly as scripted.**

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS and AIMS Science tests, will also sign a Test Security Agreement.

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

<b>Please return signed copy as per instructions from your school/district test coordinator. Signed copies will be maintained by school/district administrators for 6 years.</b>
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