

TEST ADMINISTRATOR AGREEMENT FORM

This is to document that the test administrator is aware of and understands the district's security policy and all possible consequences and is aware of other resources regarding test security.

Test Procedures Agreement for Test Administrators

The test administrator acknowledges that:

1. All Ohio statewide assessments are secure tests (except Ohio Diagnostic Assessments, released tests and practice tests);
2. Procedures shall be implemented to ensure maximum test security;
3. Training on Revised Code 3301.0710 State Board Policy on Test Security has been provided **prior** to the test administration;
4. Training on Ohio Administrative Code (OAC) Rule 3301-13-05 Rule on Test Security has been provided **prior** to the test administration;
5. Training on OAC Rule 3301-7-01 Standards for the Ethical Use of Tests has been provided **prior** to the test administration;
6. Training on the district's security policy, including possible consequences of test security violations, has been provided **prior** to the test administration;
7. Copies of the *Rules Book* are available and access to information has been provided and reviewed **prior** to the test administration;
8. Copies of the Guidelines and Procedures for Test Security has been provided and reviewed **prior** to test administration;
9. Test security or the accuracy of the test data score results will not knowingly be violated in any manner;
10. Student test scores or test performance data shall not be disclosed to unauthorized persons;
11. Any breach of security, loss of materials or other deviation from acceptable security and administration procedures shall be reported immediately to the school/building test coordinator;
12. Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from the test administrator.

I have read, understand, and with my signature agree to comply with statutory and regulatory (OAC) requirements, requirements stated in the *Rules Book*, and the Guidelines and Procedures for Test Security. I also understand that I must return this signed agreement to the school/building test coordinator before test booklets/materials are released to the school. By signing this form and returning it to the school/building test coordinator, I verify that the above conditions have been met.

Test Administrator Signature

Name of District

Name of School

Date



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