

### Kindergarten Assessment Assurance

To ensure the validity and confidentiality of student responses to the Kindergarten Assessment, district staff and volunteers who may administer the Kindergarten Assessment or have access to confidential Kindergarten Assessment student responses must sign this statement of non-disclosure and assurance of test security before commencing any work administering or handling confidential student responses from the Kindergarten Assessment.

Untrained district staff and volunteers must never be alone in a room with students during administration of the Kindergarten Assessment. Only test administrators (teachers, classified staff, or volunteers who have received training) may supervise student testing. Untrained district staff must not agree to supervise student testing even for brief periods. Untrained district staff or untrained volunteers must not interact directly with students during administration of the Kindergarten Assessment.

**I will be administering the Kindergarten Assessment and certify that:**

- I have read and understand Sections 1 – 4, 10, and Appendix A of the 2017-18 Test Administration Manual. I have received Test Administration Training for the current school year.
- I will make every attempt to ensure that all students participate in testing. In accordance with the Test Administration Manual, I will use appropriate administration codes to ensure that students' scores reflect actual test administration procedures.
- I will administer the Kindergarten Assessment within my responsibility following the procedures in Section 10 of the Test Administration Manual.
- I will not engage in any behavior that could assist or distract students. This includes discussing test items, giving students verbal or non-verbal cues, offering an opinion on how students may have performed on a particular item or on the assessment as a whole.
- I will consistently use the Oregon Accessibility Manual to understand allowable accessibility supports in response to student requests or when the student's IEP/504 indicates an alteration in how a test is being administered.

**I will be handling confidential Kindergarten Assessment student responses and certify that:**

- I will uphold the security of SSIDs and all other confidential personally identifiable student data and recognize that SSIDs must not be associated with an individual student's name in an unsecured environment.
- I will not transmit SSID or test information that is associated with a student's name or other personally identifiable information only via secure transmission (e-mail and fax are not secure).

**I will notify the School Test Coordinator immediately (within 1 business day) upon learning of a potential impropriety or irregularity, whether it is intentional or unintentional.**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Training Received on (date): \_\_\_\_\_

**Keep on file at the district office for one year**

Disciplinary action by TSPC may result from violations of test security.