

Non-Test Administrator Assurance of Test Security

To ensure test security and confidentiality, any individual who may observe or have access to secure test materials or student information must sign this statement of non-disclosure and assurance of test security.

Only trained test administrators may supervise student testing; no others may supervise student testing, even for brief periods.

Specifically, individuals who are to be present in the testing environment agree to the following:

- A student’s Secure Student Identification Number (SSID) is used exclusively by that student.
- No digital, electronic, or manual device will be used to record or communicate either item or student information.
- Avoid direct interaction with students during state testing other than to determine the cause of a technology problem.
- To the extent possible, avoid viewing any test items in the course of work.
- Uphold the security of SSIDs and all other confidential personally identifiable student data.
- SSID or test information cannot be associated with a student’s name or other personally identifiable information unless transmission is secure (e-mail and fax are not secure).
- Do not review test items, even if a student believes they are flawed.
- Notify a Test Administrator immediately (within 1 business day) upon learning of a potential impropriety or irregularity, whether it is intentional or unintentional.

By signing this statement I agree that I will not disclose the test items, possible student answers, or any individual student information to anyone other than those authorized in writing by the Oregon Department of Education (ODE). I also certify that all confidential materials entrusted to me by ODE or its contractors will be kept in a secure environment at all times.

In plain language, when you sign below you are saying:

- I will let students do their own work. I will not help or distract them.
- I will avoid looking at, or telling people about, secure test information, such as:
 - test questions
 - answers
 - personal information, like ID numbers, names, and birthdates
- I will neither record video nor take pictures.
- I will tell a Test Administrator right away if something interferes with the student testing experience.

Name (print): _____

Signature: _____

School: _____

E-mail Address: _____

Keep on file at the district office for one year
Disciplinary action by TSPC may result from violations of test security.