STATE OF SOUTH CAROLINA

DEPARTMENT OF EDUCATION

WIDA ACCESS, WIDA ACCESS for Kindergarten, WIDA Alternate ACCESS, and WIDA Screeners
Agreement to Maintain Test Security and Confidentiality for Test Administrators

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the South Carolina Department of Education (SCDE) must take every step to assure the security and confidentiality of the state test materials. District Test Coordinators (DTCs) and School Test Coordinators (STCs) must provide appropriate training for all personnel involved in testing so that they have a common understanding of test security and appropriate testing practices. STCs must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials.

The test administration manual (TAM) for each assessment program provides detailed test security information and administration guidelines. Test administration manuals and/or other appropriate instructions must be distributed to testing personnel two weeks prior to the testing window so that test administrators have the opportunity to read the TAM and become familiar with test security laws, regulations, and procedures, as well as their responsibilities within the classroom.

____ I acknowledge that I will have access to one or more of the following tests that are a part of the South Carolina statewide assessment program: WIDA ACCESS, WIDA Access for Kindergarten, WIDA Alternate ACCESS, and WIDA Screeners.

____ I acknowledge that I have the responsibility to read all sections of the TAM prior to the testing window.

____ I acknowledge that I have read the test security laws, regulations, and procedures and other appropriate information provided to me regarding test security and my testing responsibilities.

____ I acknowledge that I have received training regarding the administration of a statewide assessment. I further acknowledge that the training included a discussion of test security policies and test administration procedures as outlined in the TAM.

____ I acknowledge that it is my responsibility, as a test administrator, to follow all of the state laws and regulations regarding testing ethics and test security.

____ I acknowledge that it is my responsibility to follow all of the testing procedures as outlined in the test administration manual and other documents that may be provided to me by the SCDE, Data Recognition Corporation, or the WIDA Consortium.

____ I understand the tests are secure, confidential, and proprietary documents.

____ I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the tests to anyone.

____ I will not give examinees access to test questions prior to testing or make answer keys available to examinees.

____ I will not coach examinees during testing or alter or interfere with examinees' responses in any way.

____ I will not keep, copy, or reproduce in any manner inconsistent with the instructions provided by or through the SCDE any part of any secure test materials, including tests, test questions, test content, oral administration scripts, and examinees' responses.

____ I will return all secure test materials (including, but not limited to, test tickets, scratch paper, test booklets, answer documents, oral scripts, or CD ROMs) to the STC or to the DTC, as appropriate.

____ I will not participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the test security laws or this affidavit.

____ I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

_____ _____

Signature Date

_____

Print Name

_____

District and School