



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

South Carolina Alternate Assessment **Agreement to Maintain Test Security and Confidentiality** **for District Test Coordinators for Alternate Assessment and School Test Coordinators**

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 for Alternate Assessment (DTCs-Alt) 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.

The Test Administration Manual (TAM) for each alternate assessment program provides detailed test security information and administration guidelines. Test Administration Manuals and/or other appropriate instructions must be distributed to testing personnel *at least two weeks prior* to the testing window so that STCs, test administrators (TAs), and monitors will 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 assessments that are a part of the South Carolina Alternate Assessment Program including the South Carolina Alternate Assessment (SC-Alt) Social Studies, the South Carolina National Center State Collaborative (SC-NCSC) Alternate Assessment in English Language Arts (ELA) and Mathematics, the South Carolina Alternate Assessment Online (SC-Alt Online), and Alternate Assessing Comprehension and Communication in English State-to-State for English Language Learners (Alternate ACCESS for ELLs).

DTCs-Alt must review test security policies and procedures with all TAs, monitors, and any other personnel in the school who will be handling test materials.

As a DTC-Alt or STC, I acknowledge that I will have access to tests that are a part of the South Carolina Alternate Assessment program.

As a DTC-Alt, I acknowledge that I have distributed TAMs to the TAs two weeks prior to the testing window and have required each TA to read all sections of the TAM.

As a DTC, I acknowledge that I have provided a comprehensive training for all TAs that included a discussion of test security policies/procedures and test administration procedures as outlined in the TAM.

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

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

I acknowledge that it is my responsibility, as a DTC-Alt, 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.

I understand the tests are secure, confidential, and proprietary documents owned by the SCDE.

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, help, or assist examinees in any way during testing; nor will I 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 booklets, answer documents, customized materials) to the contractor, by the required dates.

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