

School: _____

PROCTOR/VOLUNTEER TEST SECURITY AGREEMENT

I acknowledge I will have access to secure assessments and test materials for the purpose of proctoring test administrations. I understand that these materials are highly secure, and it is my responsibility to protect their security as follows:

- (1) I will not divulge the contents of the assessment to any other person through verbal, written, or any other means of communication.
- (2) I will not study, review, or copy any part of the test items or test materials at any time.
- (3) I will assist the Test Administrator by ensuring that the assessment is kept secure until the test is actually distributed to the students.
- (4) I will assist the Test Administrator by monitoring the test administration quietly without disturbing the students.
- (5) I will assist the Test Administrator with ensuring that students are not permitted to remove assessments or test materials from the room where testing takes place.
- (6) I will not review any test questions, passages, or other test items with students before, during, or after the examination.
- (7) I will not coach, assist, distract students or make any gestures to indicate approval or disapproval of student responses to the testing items.
- (8) I will not interfere with the independent work of any student taking the examination and I will not compromise the security of the examination by any means including, but not limited to:
 - (A) Providing students with access to assessment questions prior to testing.
 - (B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure assessments or test materials.
 - (C) Coaching students during testing or altering or interfering with students' responses in any way.
 - (D) Failing to follow test administration directions specified in test assessment guides and in the NC Testing Code of Ethics.
 - (E) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this Agreement and/or in any testing guides, including, but not limited to, the Proctor's Guide.
- (9) I will monitor the assessment in accordance with the directions for monitoring testing as set forth in the Proctor's Guide and in the NC Testing Code of Ethics.
- (10) I understand, if an employee of the school system, that failure to abide by the provisions in this document and the North Carolina *Testing Code of Ethics* could subject me to disciplinary action up to and including dismissal.
- (11) I understand, if a volunteer, that failure to abide by the provisions in this document and the North Carolina *Testing Code of Ethics* could subject me to being permanently removed from the approved Volunteer List as established by the school.

Further, I understand that violation of this agreement could lead to additional legal liability to me. I have been trained to proctor the assessment(s) to be given during this testing period.

Primary Position: _____ Test: _____

Print Name: _____ Sign: _____

Date: _____