

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

**TEST ADMINISTRATOR  
TEST SECURITY AGREEMENT**

I acknowledge I will have access to secure assessments and test materials for the purpose of administering required assessments. I understand that these materials must remain secure at all times and it is my professional responsibility to protect their security as follows:

- (1) I have been trained to administer the assessment(s) to be given during this testing period.
- (2) I will not divulge the contents of the assessment to any other person through verbal, written, or any other means of communication. I agree not to publish any secure testing or scoring material or share this material on the Internet or social media sites.
- (3) I will not study, review, or copy any part of the test items or test materials at any time.
- (4) I will maintain test security at all times during the handling of test materials.
- (5) I will limit access to the assessments and test materials by test takers to the actual testing periods when they are taking the assessment.
- (6) I will collect and account for all materials following each assessment and will not permit students to remove any tests or test materials from the room where testing takes place.
- (7) I will not review any test questions, passages, or other test items with eligible students before, during, or after the assessment.
- (8) I will return all test materials to the designated area as established by the school test coordinator upon completion of each assessment.
- (9) I will not interfere with the independent work of any student taking the assessment and I will not compromise the security of the assessment by any means including, but not limited to:
  - (A) Providing students with access to test 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.
  - (D) Making answer keys available to students.
  - (E) Failing to follow security rules for distribution and returning of secure assessments and test materials as directed, or failing to account for all secure assessments and test materials before, during, and after testing.
  - (F) Failing to follow test administration directions specified in test assessment guide and in the NC Testing Code of Ethics.
  - (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this Agreement and/or in the Assessment Guide.
- (10) I will administer all assessments in accordance with the directions for administration set forth in the Assessment Guide and in the NC Testing Code of Ethics.
- (11) I understand 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. Further, I understand that violation of this agreement could lead to additional legal liability to me.

Primary Position: \_\_\_\_\_ Test: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_