

Non-Public Schools Testing Service (NPSTS)

School: _____

**TEST ADMINISTRATOR
TEST SECURITY AGREEMENT**

I acknowledge I will have access to secure tests and test materials for the purpose of administering required tests. 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 test(s) to be given during this testing period.
- (2) I will not divulge the contents of the test 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 questions 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 tests and test materials by test takers to the actual testing periods when they are taking the test.
- (6) I will collect and account for all materials following each test 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 test.
- (8) I will return all test materials to the designated area as established by the school test coordinator upon completion of each test.
- (9) I will not interfere with the independent work of any student taking the test and I will not compromise the security of the test 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.
 - (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 tests and test materials as directed or failing to account for all secure tests and test materials before, during, and after testing.
 - (F) Failing to follow test administration directions specified in the test administration guide and in the North Carolina *Testing Code of Ethics*.
 - (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this Agreement or in the Test Administration Guide.
- (10) I will administer all tests in accordance with the directions for administration set forth in the Test Administration 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 personal legal liability.

Primary Position: _____ Test: _____

Print Name: _____ Sign: _____

Date: _____