

**TEST COORDINATOR
TEST SECURITY AGREEMENT**

I acknowledge I will have access to secure assessments and test materials for the purpose of coordinating and administering required assessments. I understand that all North Carolina test materials are the property of the North Carolina Department of Public Instruction and that these test materials must remain secure at all times. In order to ensure test security:

- (1) I will ensure that all **test administrators** are trained to administer the assessments in compliance with the test administration manuals, guides, and directions.
- (2) I will ensure that all **test proctors** are trained to proctor the assessments in compliance with all test administration and proctor manuals, guides, and directions.
- (3) I will not disclose, or allow to be disclosed, the contents of any assessment. I will not discuss or share information relating to the content of the tests, the testing process, or test scoring. This restriction applies to discussion with the media, including, but not limited to, print and television media. I agree not to publish any secure testing or scoring material or share this material on the Internet or social media sites.
- (4) I will ensure that any coding that must occur following the test administrations is conducted in a secure manner with no less than three (3) people participating.
- (5) I will keep on file the names of persons having access to test materials. All persons having access to assessments will be required to sign a Test Security Agreement that will be kept on file in the Testing Office or secure, locked testing storage area.
- (6) I will keep the test materials in a secure, locked location. Secure test materials, including, but not limited to, those test materials containing confidential student information, may not be stored and/or kept in any location other than the secure, locked storage area designated for testing materials.
- (7) I will not review test questions, develop any scoring keys, change, or score any student responses except as required by the Assessment Guide.
- (8) I affirm that I have read and studied the Assessment Guides associated with the appropriate assessments, and that I will abide by the North Carolina *Testing Code of Ethics*.
- (9) I understand that failure to abide by the provisions in this agreement and the North Carolina *Testing Code of Ethics* could subject me to disciplinary action and result in the cancelation of future participation in the Non-Public Schools Testing Service. Further, I understand that violation of this agreement could lead to additional legal liability to me.
- (10) *By signing this document, I acknowledge that I have been trained as a Test Coordinator and that I understand the above conditions and will abide by them. I will submit this document with the return of materials to NPSTS. I further acknowledge that a copy of this document will be kept in the Testing Office.*

Primary Position: _____ Test: _____

Print Name: _____ Sign: _____

Date: _____