Test Administrator—Confidentiality and Test Security Agreement

This form must be completed and signed by the test administrator at each test administrator training session and kept on file with the school test coordinator.

School Name: _____

Test Name: _____

In performing my assigned duties and responsibilities as the test administrator, I understand that

1. I must administer the test listed above according to all state and local regulations and policies as printed in the test administration guide, the *Testing Code of Ethics*, and other information provided in the training session(s) conducted by the school test coordinator.
2. my compliance with federal and state laws is crucial to maintaining the public's trust in North Carolina public schools.
3. I must review, study, and understand the test administration guide and the *Testing Code of Ethics* that was given to me by the school test coordinator.
4. I must count and record the number of secure test materials, including supplemental materials, before and after the test administration and notify the school test coordinator of any discrepancies in the counts.
5. I must maintain test security at all times while test materials are in my possession.
6. I will not copy, post, or reproduce test items in any manner or in any medium for any reason.
7. I will not modify, change, alter, or tamper with student responses during or after the test administration.
8. I will conduct an unbiased administration of the test according to the policies, procedures, and directions (as written) in the test administration guide.
9. I must remain in the room throughout the entire test administration.
10. I will report any testing irregularities to the school test coordinator on the day of the occurrence.

My signature below indicates my agreement to abide by and fulfill the obligations and duties described above. Further, I understand that violation of this agreement could lead to additional legal liability to me.

Print Name: _____

Sign: _____

Date: _____