



# Assessment Security Agreement for K-12 Statewide Assessments

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Wyoming Department of Education (WDE) must take every step to ensure the security and confidentiality of the state test materials. All school personnel, whether directly or indirectly involved with testing, must read through each relevant section, and then sign and date. The Test Security Agreement is to be kept on file (paper or digital) for one year, starting from the summative administration window.

Role (check all that apply):-

- District Test Coordinator (specify test/s): \_\_\_\_\_  Building Coordinator (specify test/s): \_\_\_\_\_
- Test Administrator (specify test/s): \_\_\_\_\_
- District/Building Data Review (specify test/s): \_\_\_\_\_  Proctor (specify test/s): \_\_\_\_\_
- Other (specify school role): \_\_\_\_\_

## General Test Security – To be completed by ALL STAFF in the school.

1. I will not divulge the contents of the tests to any other person through verbal, written, digital, or any other means of communication.
2. I will not copy, screenshot, or take a photo of any part of the test or test materials. Furthermore, I understand that items are not to be replicated, reproduced, or edited/copied for instructional use (i.e., copying an item type with different values for practice).
3. I understand no one may enter the testing room unless they have been trained on test security measures and have a test security agreement on file.
4. I understand all school personnel shall maintain strict security and confidentiality of individual student reports, student identifiable information, and student results.
5. I will not share student personal information with anyone other than the student to whom the information pertains for the purpose of logging on to the assessment delivery system.
6. I will not allow anyone other than the assigned student to log in to their assigned test(s). I may assist a student with using their information to log in to their assigned test(s).
7. I will not access any electronic devices when in a testing room, except what is required to run a test session. The use of a cell phone is permitted under emergency situations only.
8. I will not allow students to access any electronic devices except what is needed for valid test administration. This includes devices which will enable students to access outside information (including social media), communicate with other students, store data, and/or photograph or copy test content. Such devices include, but are not limited to: with cell phones, personal digital assistants, tablets, laptops, cameras, smart watches, and electronic translation devices.
9. I will not develop scoring keys, review any student responses, or prepare answer documents except as allowed by the test administration manuals prepared by the testing contractor.
10. I have read Wyoming’s Assessment Security Guide provided by WDE.
11. I have watched the Test Security Module provided by WDE.
12. I understand all paper-based test materials are to be accounted for at all times by way of an inventory process and must remain secure. Keeping materials secure means that testing materials are required to be kept in an access-limited, securely locked room and in a locked storage cabinet or closet within that room.
13. All materials will be collected and accounted for following each period of testing. Students will not be permitted to remove any test materials, including scratch paper, from the room where testing takes place.
14. All test materials will be returned, including secure test forms, scratch paper, etc., to the designated Building Coordinator on a daily basis.
15. I understand that failure to comply with the administration and security requirements may result in one or more of the following penalties:
  - a. invalidating test scores for an individual student or for groups of students; and
  - b. placing a school on a monitoring list for future test administrations; and
  - c. prohibiting specific personnel from administering a test in the future; and
  - d. requiring a re-training plan for a school or district; and
  - e. reporting findings to the Professional Teaching Standards Board for potential actions related to professional licensure in Wyoming consistent with Chapter 9, Section 7(c) Reprehensible Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print First and Last Name

\_\_\_\_\_  
School/District

**Summative (WY-TOPP/WY-ALT) – To be completed by TAs and ALT-TAs.**

1. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
2. I will complete the Test Administrator Certification on the Wyoming Assessment Portal before administering the test.
3. I will administer the test in accordance with the Summative Online Test Administration Manual (TAM) and/or the WY-ALT Directions for Administration Manual (DFAM).
4. I will keep all assigned, generated, or created usernames, passwords, and logins secure.
5. I will verify that students with accommodations have been assigned the appropriate accommodations before the assessment begins.
6. I will verify that students have selected the appropriate assessment for the testing session, and I will actively monitor students for the entirety of the testing session.
7. If administering the WY-ALT, I understand that the WY-ALT needs to be administered one-on-one.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print First and Last Name

**Interims -To be completed by TAs if administering the interim assessments.**

1. I have read the Acceptable use for WY-TOPP Modular and Interim Assessment Items document and understand that Interim assessments are secure.
2. I will not review any test questions, passages, or other test items independently or with students or any other person before, during, or following testing.
3. I will complete the Test Administrator Certification on the Wyoming Assessment Portal before administering the test.
4. I will administer the test in accordance with the Interim Online Test Administration Manual (TAM).
5. I will keep all assigned, generated, or created usernames, passwords, and logins secure.
6. I will verify that students with accommodations have been assigned the appropriate accommodations before the assessment begins.
7. I will verify that students have selected the appropriate assessment for the testing session, and I will actively monitor students for the entirety of the testing session.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print First and Last Name

**Modulars – To be completed by TAs if administering the interims/modulars.**

1. I have read the Acceptable Use for WY-TOPP Modular and Interim Assessment Items document and understand that and Modular assessments are semi-secure meaning items are allowed to be reviewed by the teacher, but within the parameters outlined in the document.
2. I will complete the Test Administrator Certification on the Wyoming Assessment Portal before administering the test.
3. I will administer the tests in accordance with the Modular Test Administration manuals.
4. I will keep all assigned, generated, or created usernames, passwords, and logins secure.
5. I will verify that students with accommodations have been assigned the appropriate accommodations before the assessment begins.
6. I will verify that students have selected the appropriate assessment for the testing session, and I will actively monitor students for the entirety of the testing session.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print First and Last Name