



**2014–15 National Center and State
Collaborative (NCSC) Phase II Pilot Test
Security Affidavit for**

**Test Examiners, Test Administrators, Proctors, Translators, Scribes, and
Any Other Person Having Access to the NCSC Test**

I, _____, acknowledge that I will have access to the National Center and State Collaborative (NCSC) test, for the purpose of administering the NCSC Phase II Pilot test. I understand that these materials are highly secure and may be under copyright restrictions and it is my professional responsibility to protect their security as follows:

(1) I will not divulge the contents of the NCSC Phase II Pilot test and test material to any other person through verbal, written, or any other means of communication. This includes, but is not limited to, sharing or posting test content via the Internet or by email without the express written permission of the CDE.

(2) I will not copy or take a photo of any part of the NCSC Phase II Pilot test or test material. This includes, but is not limited to, photocopying and recording without prior expressed written permission of the CDE.

(3) Except during the actual NCSC Phase II Pilot testing administrations or as otherwise provided for by law, I will keep the test(s) and test materials secure until the test(s) are actually distributed to pupils when tests and testing materials are checked in and out by the test coordinator. Keeping materials secure means that testing materials are required to be kept in a securely locked room that can be entered only with a key or keycard and, when possible, in a locked storage cabinet within that room.

(4) I will limit access to the NCSC Phase II Pilot test and test material by pupils to the actual testing periods when they are taking the NCSC Phase II Pilot test. I understand that only pupils who are testing and LEA staff participating in the NCSC Phase II Pilot test administration who have signed a test security affidavit may be in the room when and where the NCSC Phase II Pilot test is being administered.

(A) I will keep all assigned, generated, or created usernames, passwords and logins secure and not divulge pupil personal information to anyone other than the pupil to whom the information pertains for the purpose of logging on to the assessment delivery system.

(B) I will not allow anyone other than the assigned pupils to log into their assigned NCSC Phase II Pilot test. I may assist a pupil with using their information to log into their assigned test.

(C) I will not use a pupil's information to log in as a pupil or allow a pupil to log in using another pupil's information.

(5) I will not allow pupils to access electronic devices that allow them to access outside information, communicate with other pupils, or photograph or copy test content. This includes, but is not limited to, cell phones, personal digital assistants (PDAs), tablets, laptops, cameras, and electronic translation devices.

(6) I will collect and account for all NCSC Phase II Pilot materials following each testing session and will not permit pupils to remove any test materials by any means from the room(s) where testing takes place. After each testing session, I will collect all test materials before allowing any pupil to leave the testing room and/or ensure that all pupils have properly logged off the assessment delivery system.

(7) I will not review any achievement test questions, passages, performance tasks, or other test items independently or with pupils or any other person at any time, including before, during, or following NCSC Phase II Pilot testing. I understand that this includes any discussion between LEA staff for training or professional development whether one-on-one or in a staff meeting.

(8) I will not, for the NCSC Phase II Pilot test, develop scoring keys, review any pupil responses, or prepare answer documents. I understand that this includes coaching pupils or providing any other type of assistance to pupils that may affect their responses. This includes, but is not limited to, both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer (anything that may indicate correct or incorrect answers), or completing or changing pupils' answers.

(9) I will return all NCSC test materials to the designated test coordinator each day upon completion of testing. I understand that all test material and scratch paper shall be returned to the test coordinator each day immediately after testing has been completed for storage or confidential destruction.

(10) If I administer the NCSC Phase II Pilot test, it means that I am a certificated or a licensed LEA employee and a trained examiner, I will keep all the alternate assessment materials in a securely locked room, and, when possible, in a locked storage cabinet within that room except when I am preparing for the administration, administering of the assessment to pupils.

(11) I will actively supervise pupils throughout the NCSC Phase II Pilot testing session to ensure that they are working on the correct test section or part, marking their answers in the correct section of their answer documents, following instructions, and are accessing only authorized materials needed for the test being administered.

(12) I will actively supervise pupils throughout the NCSC Phase II Pilot testing session and verify that pupils have selected the appropriate assessment for the testing session and have completed any necessary preceding test sections and/or classroom activities.

(13) I will administer the NCSC Phase II Pilot test in accordance with the directions for test administration and test administration manuals prepared by the NCSC, or any additional guidance provided by the NCSC. I understand that the unauthorized copying, sharing, or reusing of any test booklet, test question, performance task, or answer document by any means is prohibited. This includes, but is not limited to, photocopying, recording, emailing, messaging (instant, text, or multimedia messaging service, or digital application), using a camera/camera phone, and sharing or posting test content via the Internet without the express prior written permission of the CDE.

(14) I have been trained to administer the NCSC Phase II Pilot tests. By signing my name to this document, I am assuring that I have completely read this affidavit and will abide by the above conditions.

<i>By signing below I swear that I have completely read, understand, and shall abide by this affidavit.</i>	
Signed	Date
Print Name	
Position	
School	
LEA	

This form may be photocopied.