



National Center and State Collaborative (NCSC) Phase II Pilot Test Security Agreement for LEA CAASPP Coordinators

2014–2015 School Year

I acknowledge by my signature on this form that the National Center and State Collaborative (NCSC) are secure tests and agree to each of the following conditions to ensure test security:

(1) I will take all necessary precautions to safeguard NCSC Phase II Pilot test and test materials, whether paper-based or computer-based assessments, by limiting access to only persons within the LEA who are responsible for, and have professional interest in, the tests' security.

(2) I will keep on file the names of all persons who have been trained in the administration of NCSC Phase II Pilot test and all persons with access to test and test materials, whether paper-based or computer-based assessments. I have and shall have all other persons having access to the NCSC Phase II Pilot test and test materials read and sign the NCSC Phase II Pilot Test Security Affidavit that will be kept on file in the LEA office.

(3) Except during the administration of the NCSC Phase II Pilot test, I will keep the paper-pencil tests, and their test materials, 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 securely destroy all print-on-demand papers, scratch paper, and other documents as prescribed within the NCSC Phase II Pilot administrative manuals and documentation.

(5) With the exception of subdivision (6) below, I will deliver NCSC Phase II Pilot test and test materials or allow electronic access thereto, only on actual testing dates and only to those persons who have executed NCSC Phase II Pilot Test Security Affidavits.

(6) For the NCSC Phase II Pilot test, I will keep all test and testing materials in the manner set forth above in subdivisions (3) and (5) except during actual testing administration or when being used by test examiners to prepare for and to administer the assessment. I will adhere to the NCSC Phase II Pilot directions for the distribution of the assessment materials to test examiners.

By signing my name to this document, I am assuring that I have completely read and will abide by the above conditions.

Signature: _____

Printed Name: _____

Title: _____

Local Educational Agency: _____

Date: _____