

Test Security Staff Assurance Report — After Training

This report must be signed twice: Once immediately after training and again after testing is complete. Submit the completed report with signature to your SC.

School/Site Name: _____

I have been trained to participate in the following administrations (select all that apply):

☐ Smarter Balanced/WCAS ☐ WIDA Assessments ☐ WA-AIM

Office of Superintendent of Public Instruction

All persons having direct or indirect access to secure test material are prohibited from duplicating, transmitting, or by any means disclosing secure test content, including, but not limited to, test questions, passages, or performance tasks and/or the contents of students' online tests or test/answer booklets, unless specifically authorized to do so by OSPI. The security of all state assessment materials must be maintained before, during, and after each testing session. Revised Code of Washington (RCW) 28A.635.040 and 42.56.250 and Washington Administrative Code (WAC) 181-87-060 provide descriptions of the penalties for the unauthorized review, use, or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration.

Prohibited activities include, but are not limited to:

- reviewing and/or revealing secure test content,
- copying secure test content,
- developing or knowingly using instructional resources derived from secure test content,
- assisting students with the interpretation of test questions, passages, or tasks,
- changing, altering, or otherwise interfering with student responses,
- copying or reading student responses, or
- leaving secure assessment materials in an unsupervised or non-secure location.

If any of the above activities are needed as a stipulated accessibility feature, Test Administrators (TAs) are permitted to provide the accessibility feature, only if consistent with the *Guidelines on Tools, Supports, & Accommodations*.

This report is to be completed by staff who have responsibility in the administration of state tests, or access to secure test materials. All **No** responses must be explained in the **Note Exceptions and Local Action Taken** box. The **Not Applicable** box is used when a situation does not apply to the administration and no further information is necessary.

Were you trained in test administration, security procedures, and reporting requirements?

☐ Yes ☐ No

Did you review and understand the training materials, the *Test Administration Manual* (TAM), and the *TA Script of Student Directions*?

☐ Yes ☐ No

Do you understand your school's *Test Security and Building Plan* & chain of custody for all secure material?

☐ Yes ☐ No

I have read and understand the non-disclosure restrictions that apply to secure materials, as described in this document. I will not read, reveal, or disclose information about secure test content, and I will not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my knowledge.

Staff Member Name: _____ Month: _____ Day: _____ Year: _____

Staff Member Signature: _____

Test Security Staff Assurance Report — Post Testing

Immediately alert your SC of any testing incident or security breach. The SC must consult with the District Test Coordinator as soon as an incident is discovered, or suspected, for guidance regarding the investigation and possible score invalidation.

All **No** responses must be explained in the **Note Exceptions and Local Action Taken** section below. The **Not Applicable** box is used when a situation does not apply to the administration and no further information is necessary.

Did you follow your school's Test Security and Building Plan and chain-of-custody?

☐ Yes ☐ No

Did you always keep test materials secure while in your custody?

☐ Yes ☐ No ☐ Not Applicable

Did testing occur during your school's approved schedule or on an approved alternate schedule?

☐ Yes ☐ No

Were students provided access to all required accessibility features, as documented?

☐ Yes ☐ No ☐ Not Applicable

Were any materials that might help students answer test questions covered or removed from the test location?

☐ Yes ☐ No ☐ Not Applicable

If accommodated paper booklets were used, were student responses transcribed into a standard form test booklet?

☐ Yes ☐ No ☐ Not Applicable

If assistive technologies were used was secure information removed from the testing device and network?

☐ Yes ☐ No ☐ Not Applicable

Did you check out and check in all test materials, including ancillary materials, to students?

☐ Yes ☐ No ☐ Not Applicable

Have you reported all test incidents and requested all appeals to your SC?

☐ Yes ☐ No ☐ Not Applicable

Have all secure test materials been returned to your SC, following the chain-of-custody in your Test Security and Building Plan?

☐ Yes ☐ No ☐ Not Applicable

Note exceptions and local actions taken.

☐ Attachments submitted with this report.

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I did not read, reveal, or disclose information about secure test content, and I did not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

Staff Member Name: _____ **Month:** ____ **Day:** ____ **Year:** _____

Staff Member Signature: _____ **School:** _____

Submit both pages of this report (completed with wet or electronic signature) to the School Test Coordinator for retention. Retain a copy for your records. This report should be retained at school or district and available for audit, according to district retention policy.