

## 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: \_\_\_\_\_