Test Security Staff Assurance Report — Prior to Testing

Washington Comprehensive Assessment Program (WCAP)

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. **RCW 28A.635.040**, **RCW 42.56.250**, and **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 need to be provided as a stipulated accessibility feature, Test Administrators (TAs) are permitted to provide the accessibility feature, if consistent with the *Guidelines on Tools, Supports, & Accommodations* for state assessments, located at http://wa.portal.airast.org/

Administrations: ☐ WIDA Screener ☐ Smarter Balanced ☐ WCAS ☐ WA-AIM ☐ WIDA ACCESS ☐ WIDA Alt. ACCESS

School/Site Name: _____ _____
School 4-digit code

This form is to be completed by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All "NO" responses to questions below must be explained and reported to your School Test Coordinator (SC).

The first page of this form must be signed after training and before testing, the second page must be signed after testing has been completed. Submit the full completed and signed form to your SC.

Yes	No	
☐	☐	Were you trained in test administration, security procedures, and reporting requirements?
☐	☐	Did you review and understand the training materials, Test Administration Manual and TA Script of Student Directions?
☐	☐	Do you understand your school's Test Security and Building Plan "chain of custody" for all assessment material?

I have read and understand the non-disclosure restrictions that apply to secure assessment 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 ability.

_____
Staff member name (please print) Signature

_____
Date

Submit both pages of this original form (completed/two signatures) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at school or district and available for audit according to district retention policy.