

Test Security Staff Assurance Report — Prior to Testing Washington Comprehensive Assessment Program (WCAP)

Assessment: ☐ Smarter Balanced ☐ Smarter Balanced Off-Grade Level ☐ WA-AIM
☐ WCAS ☐ WIDA ACCESS ☐ WIDA Alternate ACCESS
☐ WIDA Screener

Administration: ☐ Fall ☐ Spring

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. **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 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 and N/A**” responses to questions must be explained in the “Note exceptions and local actions taken” box and reported to your School Test Coordinator (SC).

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

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

☐ Yes ☐ No

Did you review and understand the training materials, the 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: _____ **School:** _____



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.

Note exceptions and local actions taken.

☐ Attachments submitted with this report.

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 ☐ NA

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

☐ Yes ☐ No

As documented, were students provided access to required accessibility features?

☐ Yes ☐ No ☐ NA

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

☐ Yes ☐ No ☐ NA

If assistive technologies or accommodated paper booklets were used, were student responses transcribed into a standard form test booklet or test vendor system, and was secure information removed from the testing device and network?

☐ Yes ☐ No ☐ NA

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

☐ Yes ☐ No ☐ NA

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

☐ Yes ☐ No ☐ NA

Have you submitted all school required documents to your SC?

☐ Yes ☐ No

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

☐ Yes ☐ No ☐ NA

*Not applicable (NA)

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 original 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.

