

Private School Application to Administer 2020–21 Florida Statewide Assessments

Attachment G: Required Security Agreements

- Refer to statement number 22 in the 2020–21 application.
- Agreements and other necessary forms are included in each test administration manual. Sample copies from of the *2019–2020 Test Administration and Security Agreement* and the *Spring 2020 Test Administrator Prohibited Activities Agreement*.
- Sign and return the signature page at the end of this attachment with your application.

2019–2020 Test Administration and Security Agreement

Florida Department of Education Bureau of K–12 Student Assessment

Florida State Board of Education Rule 6A-10.042, F.A.C., was developed to meet the requirements of the Test Security Statute, s. 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. The Florida Test Security Statute and State Board of Education Rule are located in the appendices of each test administration manual. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

Some allowable accommodations for ELLs or students with current IEPs or Section 504 Plans require test administrators to view test content or transcribe student responses. Test administrators are permitted to provide the accommodation(s) as described in each test administration manual.

All personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after the test administration.

The use of appropriately trained test administrators and proctors decreases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive appropriate training regarding the administration of statewide assessments and must read the information and instructions provided in all applicable sections of the relevant test administration manual, including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name and Number

Print Name

Date

Signature

Spring 2020 Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of an FSA, NGSSS, or statewide science assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Open and check through the test books
- Read test items or passages
- Copy, photocopy, scan, photograph, or record test content

I understand that during testing (including during breaks) I may not:

- Read test items as I monitor the room (except when providing allowable accommodations, as described in Appendix A)
- Read student responses or materials (e.g., work folders, planning sheets) as I monitor the room
- Offer incentives, use checklists, or monitor students for use of testing strategies
- Coach students during testing regarding test-taking strategies
- Assist students in answering test items
- Give students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (except when providing allowable accommodations, as described in Appendix A)
- Encourage students to finish early
- Instruct a student to return to check his or her work once he or she has finished
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone or other electronic device (except to monitor student progress or to contact the school assessment coordinator or technology coordinator in case of a technical issue or emergency), check email, grade papers, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Allow students to use cell phones or other electronic devices, even if they have already finished their tests
- Instruct students to test in a session other than the one designated for that day/allotted testing time (going on to Session 2 during Session 1, reviewing work in Session 1 during Session 2)
- Instruct students to "brain dump" formulas or strategies once they receive materials but before testing begins
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Read through student test documents or responses
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or posting to social media (e.g., Facebook, Twitter, Snapchat, Instagram)

If you are administering a test to students with flexible responding or flexible presentation accommodations that require you to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Print Name: _____

Signature: _____ Date: _____

Return this agreement to your school assessment coordinator.

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2020–21 Florida Statewide Assessments**

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SIGNATURE PAGE

I hereby confirm that I have read and will abide by Attachment G: Required Security Agreements.

Signature

Name – Please Print

Position

Date