Office of Superintendent of Public Instruction

All personnel 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 student test books, answer documents and accommodated forms, 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 and WAC 181-87-060 both provide descriptions of the penalties for the unauthorized 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 secure questions, passages or tasks;
• Changing, altering or otherwise interfering with student responses;
• Copying or reading student responses;
• Leaving secure assessment materials in an unsupervised or non-secure location.

If any of the above activities need to be provided as an accommodation per the student’s IEP or 504 plan, or for students enrolled in the State Transitional Bilingual Instructional Program, then test proctors are permitted to provide the accommodation(s), if consistent with the Washington Access Supports and Accommodations Guidelines for Statewide Assessments.

Assessment Administration: ☐ Annual (February/March) ☐ Placement Test

School/Site Name: ______________________________________________________ / / / / / /

School 4-digit Code

To be completed by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All “NO” responses must be explained below and reported to your school assessment coordinator. Submit the completed form with signature to your school assessment coordinator at conclusion of testing.

YES NO
☐ ☐ Were you trained in testing protocol and/or security procedures?
☐ ☐ Did you review and understand the Directions for Administration manual?
☐ ☐ Do you understand your school’s Secure Test Material Handling Plan (chain of custody) for all assessment materials?

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I will not 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.

_______________________________________________    _________________________________________________
Staff Member Name (please print)                  Signature

/ / / / / /
Date

Submit original to your School Assessment Coordinator for retention at district. You should retain a copy for your records.
To be completed at the end of testing by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All "NO" responses must be explained below and reported to your school assessment coordinator. Submit the completed form with signature to your school assessment coordinator at conclusion of testing.

Immediately alert your School Assessment Coordinator of any testing or security irregularity. The School/Site Assessment Coordinator must consult with the District Assessment Coordinator as soon as an irregularity is discovered or suspected for guidance regarding investigation and possible score invalidations.

Use the space below to note irregularities, if any.

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

☐ Attachments (Submit any additional sheets and/or documentation with this report)

YES NO
☐ ☐ Did you follow your school’s Secure Test Material Handling Plan (chain of custody) for all assessment materials?
☐ ☐ Did you always store secure assessment materials in a locked, limited access storage area?
☐ ☐ Did all testing occur during your schools approved testing schedule/window?
☐ ☐ Were students provided assessment accommodations, as described in their IEP or 504 plans?
☐ ☐ Were materials that might help students answer assessment questions, covered or removed from testing environments, as described in the Directions for Administration manual?
☐ ☐ If Speech-to-Text or other assistive technology was used, were student responses transcribed into a standard form test booklet and secure information deleted from the computer/network?
☐ ☐ Have you reported all test or security irregularities to the school assessment coordinator?
☐ ☐ Have you promptly returned all secure assessment materials (test booklets, Braille and large print forms, speaking CDs and Directions for Administration manuals) to your school assessment coordinator?

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I did not 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.

Staff Member Name (please print)  Signature

______/______/___________ Date

Submit original to your School Assessment Coordinator for retention at district. You should retain a copy for your records.