



Test Security Agreement Guidance 2016-2017

Purpose

All districts are required, by state regulation, to administer the statewide assessments described in 4 AAC 06.710. Test Security Agreements (TSAs) affirm that all district staff involved with any aspect of statewide testing are knowledgeable of, and agree to follow, the procedures of both the Alaska Department of Education & Early Development and the test publishers.

Audience

All teachers are required, by state regulation, to administer state assessments in a secure and fair manner that provides all students with the opportunity to demonstrate their knowledge, skills and abilities. 20 AAC 10.020 (c)(3), Code of Ethics and Teaching Standards.

All district staff that supervise, administer, or assist with the assessment process described in 4 AAC 06.710 are entrusted with the security of test materials.

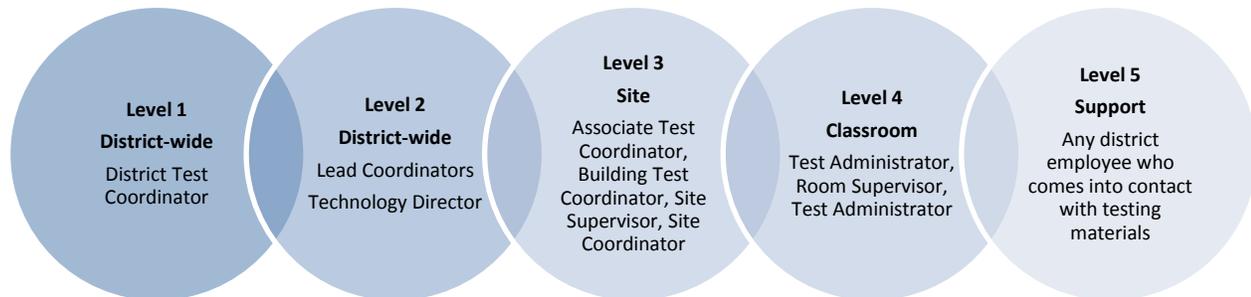
Assessments

The statewide student assessment system is composed of:

Alaska State Regulation	Name of Current Assessment
4 AAC 06.710 1-7	
A standards-based test to measure student attainment of the performance standards adopted by reference in 4 AAC 04.150.	Content Assessments in English Language Arts, math, and science for students in grades 3-10
An alternate assessment under 4 AAC 06.775(b)	Dynamic Learning Maps (DLM) for students with significant cognitive disabilities for English Language Arts, math, and science
Biennial participation in the National Assessment of Educational Progress (NAEP)	National Assessment of Educational Progress (NAEP) for students in grades 4 and 8 in mathematics in selected schools across Alaska
The assessment described in 4 AAC 34.055 to measure English language proficiency (ELP)	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0) for students identified as English learners
4 AAC 06.712	
A developmental profile for each student entering kindergarten or first grade.	The Alaska Developmental Profile (DP) for students entering Kindergarten and any 1 st grade students whose profile was not submitted last year

Roles and Responsibilities of District Employees

Effective administration of the statewide assessments depends upon each district determining which district staff will participate at each level of responsibility (see figure 1). District employees, at all five levels of involvement, are responsible for ensuring fair and secure testing practices, and ensuring that all students have the opportunity to demonstrate their knowledge, skills and abilities, as measured on the assessment.



Each district must designate one employee as the District Test Coordinator (DTC). The DTC will provide oversight for all statewide assessments in their district. This oversight includes implementation of an effective and secure materials management system, training of all employees, guaranteeing that students receive allowed accommodations, and the management of resources required for testing. These individuals need sponsorship from the superintendent in order to implement an effective district-wide assessment system. DTCs may delegate districtwide management of portions of this system to Lead Coordinators, who would oversee the districtwide management of one specific assessment (i.e. Alternate Assessment Lead Coordinator). At the site level, Associate Test Coordinators (ATCs) or Building Test Coordinators (BTCs) ensure secure testing practices in each classroom and manage materials for their location; they may also provide training at the site level.

Alaska regulation 4 AAC 06.761(c) Each district shall designate an employee of the district as the district test coordinator. In districts with two or more school test centers, the district shall designate an on-site associate test coordinator for each center. The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment. Each test coordinator, associate test coordinator, proctor, and test administrator must execute an agreement, on a form provided by the department, affirming that the test procedures of the department and test publisher will be followed.

Technology Directors, or district employees who complete the tasks that are associated with the title of “technology director,” provide essential support to the District Test Coordinator in the implementation and

administration of computer-based assessments. Technology Directors have access to the computer-based test items and the student data associated with the assessments. Therefore, all district employees completing the technology support tasks for assessments must read and sign a Level 2 Test Security Agreement at the beginning of the school year or prior to beginning this work.

Guide for Testing Personnel

All test security and test administration regulations apply to both paper-based assessments and computer-based assessments. Terms such as “materials” apply broadly to both paper test booklets and the computer-based assessment stored in a local caching server or transmitted via a test engine. District test coordinators, associate test coordinators, or building test coordinators must provide training and support in the proper, secure administration of each assessment in order to ensure that district employees participating in testing understand their responsibilities in the context of the assessment they are administering.

TSA for Level 1-3 District & Site Level Oversight		
<p>NOTE: All sections on pages 2-4 of the TSA apply to all personnel with district or site level oversight of required state assessments. This includes the following sections:</p> <ul style="list-style-type: none"> • Testing Role • Testing Location • Testing Personnel • Training for Testing Personnel • Test Materials Security • Data and Test Results • Secure Testing Practices • Accommodations 		
Testing Personnel	Required Sections	Notes
<p>LEVEL 1 District Test Coordinator</p>	<p>ALL sections + Superintendent Signature</p>	<p>DTCs must sign all sections even when there is a Lead Coordinator overseeing a specific assessment. If a particular assessment is not administered in a district because there are no students that require that assessment, that section must <i>still</i> be signed by the DTC.</p>
<p>LEVEL 2 ELP Lead Coordinator</p>	<p>1. Pages 2-4 - all sections 2. Page 5 - ELP Assessment 3. Page 6 – Assurances</p>	<p>Oversees the districtwide implementation and training for the ELP Assessment, ACCESS for ELLs 2.0</p>
<p>LEVEL 2 Alternate Assessment Lead Coordinator</p>	<p>1. Pages 2-4 - all sections 2. Page 5 - Alternate Assessment 3. Page 6 - Assurances</p>	<p>Oversees the districtwide implementation and training for the Alternate Assessment, DLM</p>
<p>LEVEL 2 Developmental Profile Lead Coordinator</p>	<p>1. Pages 2-4 - all sections 2. Page 6 - Assurances</p>	<p>Oversees the districtwide implementation and training for the Alaska Developmental Profile (<i>optional role</i>)</p>

LEVEL 2 Technology Director	<ol style="list-style-type: none"> Page 2-4 - all sections Page 6 - Assurances 	Oversees districtwide technology needs and requirements for any computer-based assessments.
LEVEL 3 ELP Site Coordinator	<ol style="list-style-type: none"> Page 2-4 - all sections Page 5 - ELP Assessment Page 6 – Assurances 	Oversees, at their site, implementation and training for the ELP Assessment, ACCESS for ELLs 2.0
LEVEL 3 Alternate Assessment Site Coordinator	<ol style="list-style-type: none"> Pages 2-4 - all sections Page 5 - Alternate Assessment Page 6 - Assurances 	Oversees, at their site, implementation and training for the Alternate Assessment, DLM
LEVEL 3 Building Test Coordinator or Associate Test Coordinator	<ol style="list-style-type: none"> Pages 2-4 – all sections Page 6 - Assurances 	Oversees, at their site, implementation and training for all assessments.

TSA for Level 4 Classroom Test Administrators		
Testing Personnel	Required Sections	Notes
LEVEL 4 ELP Test Administrator	<ol style="list-style-type: none"> Page 1-3 - all sections Page 4 - Data and Test Results & ELP Assessment Page 5 - Assurances 	Classroom Level Oversight
LEVEL 4 Alternate Assessment Test Administrator	<ol style="list-style-type: none"> Page 1-3 - all sections Page 4 - Data and Test Results & Alternate Assessment Page 5, Assurances 	Classroom Level Oversight
LEVEL 4 Content Assessments Test Administrator	<ol style="list-style-type: none"> Page 1-3, all sections Page 4 – Data and Test Results Page 5, Assurances 	Classroom Level Oversight

TSA for Level 5 Testing and Technology Support Personnel		
Testing Personnel	Required Sections	Notes
LEVEL 5 <i>(examples: administrative assistant, secretary, mail room attendant, computer lab tech)</i>	All Sections	This TSA is for any district staff that come in contact with any test materials, either paper or computer-based.

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