

TA, STC, DTC: Test Administrator Assurance of Test Security

I have read and understand the portions of the Oregon Department of Education 2007-08 Test Administration Manual appropriate to my role as a test administrator (i.e., all sections marked in the manual as TA).

I will administer all statewide assessments within my responsibility following the procedures in the 2007-08 Test Administration Manual, including but not limited to:

- Handling and administering the 2007-2008 statewide assessments in a secure manner.
- Accessing printed student test materials for a minimal time to coordinate prompt and secure dissemination, administration, and return of test materials.
- Consistently using the Accommodations Table (Test Administration Manual, Part IV, page 41) to understand allowable administration for student requests, or if the IEP the student is served under, indicates an alteration in how a test is being administered.
- Preventing any review, discussion, or analysis of test items. I recognize that any such behavior constitutes a breach in test security, and that both my district and I are responsible for ensuring that this does not occur.
- Monitoring students during testing for inappropriate behavior such as use of instant messaging, taking digital pictures of test items, or other possible methods of cheating.
- Avoiding any review, evaluation, or other involvement with student responses.
- Never scoring the tests or otherwise giving students any feedback as to how well I believe they are performing.

In accordance with the test administration manual (Section 8), I will use appropriate test administration codes to assure that students' scores reflect actual test administration procedures.

I will make every attempt to assure that all students participate in the testing. I will not make copies of the test items or otherwise retain them. I will immediately give (or report) any Oregon test items or test booklets from previous years to my District Test Coordinator.

All test materials given to me by the School Test Coordinator will be accounted for and returned. The only test materials that I might keep would be the Test Administration Manual, Periodic Table of Elements, Mathematics Formula Page, Mathematical Conversion Sheet, and the Writing Guide to Revision.

Please note any exceptions to these statements in the space below your signature.

Name (print): _____

Signature: _____

School: _____

Date: _____

**Keep on file at the district office for one year
Any breach of test security measures could result in loss of
licensure or disciplinary action in accordance with district policy.**