**Arizona Alternate Assessments (MSAA ELA, Mathematics, Science and Alt ELPA)**

**School Year 2022-2023 Test Security Agreement**

I acknowledge that all MSAA ELA, Mathematics, Science and Alt ELPA tests are secure tests and agree to the following conditions of use to ensure the security of these tests.

1. I shall take the necessary precautions to safeguard test materials.
2. I shall sign the MSAA ELA, Mathematics, Science and Alt ELPA Test Security Agreement for School Year 2022-2023.
3. I shall not attempt to gain access to test materials beyond what is granted to me by my school/district test coordinator, superintendent, or charter representative. Access to test materials, including online tests, is restricted.
4. I shall store all test materials under lock and key except during actual testing times. This includes any student response sheets or student information sheets provided to me.
5. I shall not permit students to remove test materials from the testing room except under the supervision of staff.
6. I shall not examine, read, or review the MSAA ELA, Mathematics, Science and Alt ELPA tests.
   1. I shall not disclose, nor allow it to be disclosed, the contents of the tests.
   2. I shall not discuss any of the test items at any time.
   3. I shall not examine, read, or review any student responses.
   4. I shall not report any students’ answer choices based on previous experiences outside the testing window.
7. I shall return all MSAA ELA, Mathematics, Science and Alt ELPA test materials to the school/district test coordinator immediately upon the completion of the testing window.
8. I shall not use any test materials for instruction before or after test administration.
9. I shall follow *Test Preparation and Administration Practices*, the guidelines approved by the State Board of Education in January 2003 and updated in December 2007.
10. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by school personnel.
11. I shall participate in training activities prior to administering the tests.
12. I shall review the appropriate Test Administration Directions prior to administering the tests.
13. I shall follow all instructions in the appropriate Directions for Test Administration including **reading the directions to students exactly as scripted**.

Individuals who will administer or proctor MSAA ELA, Mathematics, Science and Alt ELPA tests for the school year 2022-2023 must also agree to the following conditions to ensure the accurate administration of the tests.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions. In addition, anyone I supervise, who will have access to the MSAA ELA, Mathematics, Science and Alt ELPA tests, will also sign a Test Security Agreement and abide by the above conditions.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the signed copy as instructed by your school/district test coordinator.**

**Signed copies will be maintained by the school/district administrator for 6 years**