APPENDIX D. SECONDARY SECURITY AND TESTING PROTOCOL AGREEMENT

Arizona Department of Education, Career and Technical Education, Technical Skills Assessment System

1. The testing administrator/assessment coordinator is defined as any of the following secondary school staff:

Testing Proctor – professional, certified staff, or teachers	District Assessment Coordinator
District Central Office CTE Curriculum Specialist	Local CTE Director
CTE Department Chair	Testing Administrator
Building Administrator (Principal or Assistant Principal)	Counseling Staff

2. Testing administrators will take all necessary precautions to safeguard the CTE Technical Skills Assessment information by limiting access to only those with a legitimate educational interest.
3. Testing administrators will keep related materials, including student passwords, under lock and key thereby limiting access to those responsible for their security.
4. Testing administrators will follow all assessment protocols in the CTE Technical Skills Assessment User Guide such as the guidelines set forth in the Proctor Instructions for Conducting the Assessments section.
5. Testing administrators will not examine the CTE assessments to determine the content beyond the requirements to administer the assessment. At no time will an administrator discuss the assessment items or disclose testing information related to the CT Technical Skills Assessments.
6. Teachers may NOT proctor their own students (with the exception of Spring 2021 assessments, a concession made during the COVID pandemic), but they may proctor other teachers' students provided they adhere to all procedures and policies as stated in this Assessment Security and Protocol Agreement.
7. Students are not allowed to use electronic devices including cell phones, smart watches, and flash drives. Students will not use the Print Screen key and save assessment materials to PC or any other device, and they will not search the web for information during testing. In no case should students remove assessment material from the room where testing takes place except under supervision of professional staff.
8. All persons having access to the CTE Technical Skills System should sign the Security and Testing Protocol Agreement. This agreement should be managed by the district's designated CTE "Administrator" for each testing cycle (school year) and kept on file in the school/district for up-to-5 years. The district superintendent should sign this agreement and enforce disciplinary policy and procedures for the violation of the CTE Assessment Security and Testing Protocol.

By signing my name to this CTE Technical Skills Assessment System Security and Testing Protocol Agreement, I assure the Arizona Department of Education, Career and Technical Education that the CTE Technical Skills Assessment System will be secure, and I agree to the testing protocols.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ADDRESS: _____

CITY: _____

DISTRICT SUPERINTENDENT/CHARTER OPERATOR: _____

APPENDIX E. POSTSECONDARY SECURITY AND TESTING PROTOCOL AGREEMENT

Arizona Department of Education, Career and Technical Education Technical Skills Assessment System

1. A testing administrator/assessment administrator is defined as any of the following postsecondary staff:

Testing Proctor – Faculty or Professional Staff	Entity Assessment Coordinator
Curriculum Specialist	Perkins CTE Administrator
CTE Department Chair / Director	Testing Administrator
Occupational Dean	Counseling Staff

2. Testing administrators will take all necessary precautions to safeguard the CTE Technical Skills Assessment information by limiting access to only those with a legitimate educational interest.
3. Testing administrators will keep related materials, including student passwords, under lock and key therefore limiting access to those responsible for their security.
4. Testing administrators will follow all assessment protocols as noted in the CTE Technical Skills Assessment User Guide such as the guidelines set forth in the Proctor Instructions for Conducting the Assessments section.
5. Testing administrators will NOT examine the CTE assessments to determine the content beyond the requirements to administer the assessment. At no time will an administrator discuss any assessment items or disclose any testing information related to the CTE Technical Skills Assessments.
6. Faculty may NOT proctor their own students (with the exception of Spring 2021 assessments, a concession made during the COVID pandemic), but they may proctor other faculty's students provided they adhere to all procedures and policies as stated in this Assessment Security and Protocol Agreement.
7. Students are not allowed to use electronic devices including cell phones, smart watches, and flash drives. Students will not use Print Screen key and save assessment materials to PC or any other device, and they will not search the web for information during testing. In no case should students remove assessment material from the room where testing takes place except under supervision of professional staff.
8. All persons having access to the CTE Technical Skills System should sign the Security and Testing Protocol Agreement. This agreement should be managed by the college's designated testing administrator for each testing cycle (school year) and kept on file for up-to-5 years. The Occupational Dean/Perkins CTE Administrator should sign this agreement and enforce disciplinary policy and procedures for the violation of the CTE Assessment Security and Testing Protocol.

By signing my name to this CTE Technical Skills Assessment System Security and Testing Protocol Agreement, I assure the Arizona Department of Education, Career and Technical Education that the CTE Technical Skills Assessment System will be secure, and I agree to the testing protocols.

SIGNED BY:

PRINTED NAME:

TITLE:

DATE:

ADDRESS:

CITY:

OCCUPATIONAL DEAN: