



Test Security Agreement for Student Assessment Materials

I, _____, as _____
(Name) (Title)

of _____, agree:
(Agency/Institution/School)

- 1) To assume responsibility for safeguarding all assessment materials, including test administration manuals, and answer sheets (which contain marks or responses).
- 2) To store all test materials in a locked, preferably fireproof, file cabinet accessible only to me and/or my designee(s).
- 3) To ensure that staff members who administer assessments should return all materials immediately after use to me or my designees.
- 4) To treat all answer sheets and writing samples as confidential until destroyed.
- 5) To prevent the duplication of any test form or any portion of any test form for any reason.
- 6) To prevent the use of displays, questions, or answers that appear on any test to create materials designed to teach or prepare learners to answer test items.

(Signature)

(Date)