

## Ohio State Testing Security Agreement

*The content of the Ohio State Tests is confidential and must be kept secure at all times. Maintain the security of test materials is critical in order to obtain valid results for the test. Accordingly each individual authorized to administer the assessment or have access to test materials, including technology coordinators, to those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.*

### For Test Administrators and Proctors

- I will complete training necessary to understand Ohio State Test's test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave unattended.
- I will prepare the testing room so no student can view another student's test materials or computer screen and so inappropriate visual aids are removed or covered before testing. I will supervised the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way to do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of custody procedures for all test materials, as specified by my School Testing Coordinator.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocol described in the Teachers Administration Manual.

**I have read the Ohio Test Security Agreement and understand my role in this administration.**

\_\_\_\_\_  
First Name (print)

\_\_\_\_\_  
Last Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date