

# New Jersey DLM Test Security Agreement 2017–2018

## Teachers & SLPs Assigned as Test Administrators

This form is to be used for authorized educators acting as test administrators. Only district staff that have NJ teaching certificates, district employment contracts, and are familiar with/to the students testing may be test administrators.

**As an authorized test administrator, I understand my role is strictly to administer the test without providing any assistance in the completion of the test questions, tasks, and any other student work. I acknowledge that I may not assist in the comprehension of the texts, questions, and tasks. I will follow all directions for engagement activities and not extend these procedures to any other part of the test.**

**I acknowledge that I will not assist the student in any way including but not limited to helping the student respond to test questions, use the manipulatives, comprehend test materials, etc. I also agree not to disclose any information acquired during the test administration(s) orally, electronically, or in writing.**

**I agree not to administer any tests in the manner listed below, or use any practice that interferes with the capture of accurate and authentic student work.**

- Testing outside the DOE scheduled window of April 4 – June 1, 2018
- Providing direct or indirect prompts to the student and/or helping the student answer the questions
- Removing or reducing the answer choices (response options)
- Cueing the student through words or inflection of words, through use of manipulatives, etc.
- Changing student’s answers or submitting answers that the student did not provide
- Asking the test question(s) again after the student already provided an answer
- Completing testlets for the student, with or without his/her presence (*not the same as scribing a student’s answers where the Test Administrator documents the student’s actual response*)
- Viewing a testlet when not administering it to a student
- Viewing a testlet, teaching to its contents, then testing the student(s)
- Leaving computer/device unattended, with/without testlet open, after logging into a student account
- Logging into a student account without the student present
- Assessing a student after logging in using a different student’s account
- Allowing other staff to see the test questions, directions, TIPS pages, etc.
- Retaining or conveying in any form secure test materials including test items, TIPS pages, DLM testlet code numbers, etc.
- Knowingly providing inaccurate information on the First Contact survey
- Any other action, behavior, or process that results in inauthentic student work, test responses, etc.

**I understand that it is my professional responsibility to ensure compliance with all Department of Education, district, school, and DLM test policies, and that failure to comply may result in professional and/or financial consequences including but not limited to: revocation of licensure and credentials, dismissal from employment, and/or any other disciplinary actions imposed.**

**By signing below I confirm that I understand and will adhere to all policies outlined above and conveyed by the DLM NJ training materials including but not limited to DLM manuals and NJ DLM 2017-2018 training presentations. I acknowledge that failure to adhere to the testing policies will invalidate a student’s score, will result in a security breach, and that professional consequences may be enacted.**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

School/District Name: \_\_\_\_\_ CDS Code: \_\_\_\_\_

Date(s) of Training: \_\_\_\_\_

**A signed copy of this form must be given to the District/School Assessment Coordinator prior to March 30, 2018.**

**This blank form may be photocopied.**