As a user of the MSAA system, I acknowledge that all State Assessments are secure tests and I agree to the following conditions concerning their security:

1. All necessary security precautions shall be in place to safeguard test materials.
   a. Access to paper test books, answer documents, test booklets, paper-based assessments, online tests, and all other secure ancillary documents is restricted.
   b. All persons having access to the secure test materials must sign and comply with this Test Security Agreement.
   c. In addition to this Test Security Agreement, you may also be required to comply with all related test-specific test security agreements in accordance with your state policy.
   d. All secure test materials, including secure ancillary test materials, shall be kept under lock and key **except during training, test preparation, and actual test times when distributed to students**.
   e. All secure student documents shall not be examined, read, or reviewed by anyone other than the student unless in compliance with the appropriate Administration Directions.
   f. Upon completion of testing, all test materials, including student work, paper-based tests, braille, Directions for Test Administration (DTAs), and Test Administration Manuals (TAM), shall be securely destroyed according to your state policy.

2. Each user of the MSAA System must have their own account. Usernames and passwords cannot be shared.

3. No information may be disclosed to unauthorized persons during or following the test administration about individual students, including student demographic information, student IEP, student 504 Plan, student test responses, and incidents that occur during testing. I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work.

4. The District/Charter Test Coordinators (or designee) shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

5. The DTA **must** be utilized when administering the Test. It provides all directions for a successful 1:1 MSAA administration and includes: directions and scripts, details on manipulatives, reference sheets, scoring rubrics, writing prompt materials, and directions to administer braille.

By acknowledging this agreement and accessing the MSAA system, I am assuring that I will abide by the above conditions and that anyone I supervise, who will have access to the State Assessments for the current school year, will also abide by the above conditions.

Agree Cancel