The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

- 1. Assessments and secure testing materials, including student reports, are not to be stored or saved on computers or personal storage devices, shared via email or other file sharing systems, or reproduced by any means.
- 2. Except where explicitly allowed, as described in Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
- 3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
- 4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
- 5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

I have read this security agreement and agree to follow the standards.