

## PSAT 10 AND PSAT 8/9

# Testing Staff Agreement

All staff must sign this agreement prior to the start of testing. Keep on file as instructed in the relevant PSAT 10 or PSAT 8/9 manual.

### Each testing staff member affirms that they:

- Have read and agree with all rules and guidelines indicated in the relevant PSAT™ 10 or PSAT™ 8/9 manual, including, but not limited to, the pages setting forth conditions under which the assessment must be administered and the information on staff qualifications and conflict of interest restrictions;
- Are a high school graduate, at least 18 years old, speak English fluently, possess the same level of unquestionable integrity and maturity expected of a member of the school staff, affirm the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner;
- Understand and agree that the assessment and all the questions contained in it are the property of College Board and protected by copyright law, and that no one other than the student or authorized human reader for approved accommodations can open a test book or see the test content delivered in any mode;
- Understand and agree that copying, reproducing, or removing any materials from any College Board test book or digitally reproduced test form is illegal;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private College Board test preparation conducted outside the auspices of their school or district for compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable);
- Have not taken a College Board assesment within 180 days of the test date; and
- If authorized to handle test books before test day, do not have a child or member of their household taking the assessment on that test date at any testing site. In such instances, the related student's scores are subject to invalidation.
- Understand and agree that providing any assistance or coaching to students on the assessment (including directing or changing answers) prior to, during, or after the administration is prohibited. In such instances, any impacted students' scores are subject to invalidation, and any staff involved may be referred to school/district/state administration or to law enforcement, as appropriate.
- Will act with integrity and will refrain from any illegal or unethical acts, including those that attempt to provide an unfair advantage for one or more test takers.

All staff, including test coordinators, SSD coordinators, proctors, room monitors, and hall monitors, must sign this form to indicate their acceptance of these provisions. College Board has the right, in its sole discretion, to remove or bar staff who violate these terms from administering future College Board tests.

### Ensure that every staff member signs the back of this form.

**IMPORTANT:** Test coordinators must ensure that the testing staff are properly trained to administer a secure administration. Test coordinators should not discuss details about test policies or procedures (e.g., handling test materials, training, and packaging for return) with anyone other than their staff, including the media or through social media.

# PSAT 10 and PSAT 8/9 Testing Staff Agreement

School Name: \_\_\_\_\_

School (AI) Code: \_\_\_\_\_ Test Date: \_\_\_\_\_

Position (check applicable box)	Name (please print)	Signature
<input type="checkbox"/> Test Coordinator		
<input type="checkbox"/> SSD Coordinator		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
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