

## Appendix B - Test Security Agreement

The Illinois Science Assessment (ISA), and the items contained within, are secure, copyrighted State Assessments that are used for Federal accountability requirements, which measure and report the educational performance of all enrolled students in grades 5, 8, and 11. To ensure the security of the ISA and the test items, all educational and support staff who handle test materials are expected to read, understand, and comply with the Test Security measures contained in the *Professional Testing Practices for Educators* and other Illinois State Board of Education (ISBE) resources, as applicable, and sign this Test Security Agreement.

I, the undersigned, acknowledge that I will have access to the ISA, and the confidential information contained in the ISA. I understand that this access to the ISA carries with it the responsibility to:

- (a) read and understand the *Professional Testing Practices for Educators* manual and other ISA materials found at <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx>;
- (b) comply with the “Test Security” measures contained in those materials;
- (c) guard against unauthorized copying, reproduction, distribution or use of the ISA; and
- (d) abide by all test security requirements and guidelines instituted by ISBE and my school and school district.

I further understand that any unauthorized copying, reproduction, distribution or use of the ISA, (a) is a violation of the copyright held by the Illinois State Board of Education and its contractor; (b) may result in the loss of test items; (c) may result in the loss of millions of dollars to the State of Illinois or its contractor, to replace items or the assessment; (d) may result in the loss of Federal education funding to the State of Illinois; and (e) such unauthorized copying, reproduction, distribution, or use undermines the validity, accuracy, and fairness of the assessment, thereby depriving parents, children, schools, and districts of an accurate assessment.

I have read, and I understand the contents of this document and agree to fulfill my responsibilities in accordance with the test security requirements and maintain the security of the ISA.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

District: \_\_\_\_\_

**\*\*A SIGNED COPY OF THIS FORM MUST BE SUBMITTED TO (and maintained by) THE DISTRICT TESTING COORDINATOR (or the School Testing Coordinator) FOR ISA PRIOR TO AN INDIVIDUAL’S RECEIPT OF ISA TESTING MATERIALS.\*\***

**Violations of test security or test procedures include, but are not limited to, the following actions:**

1. Use or retention of any secure, state testing materials for any period other than that required to fulfill administrative responsibilities;
2. Misuse, mishandling, or loss of any secure, state testing materials;
3. Review or examination of the contents of secure state tests or duplication of any state testing materials in any fashion including photocopying, scanning, or hand copying that is not expressly permitted in current ISA materials found at <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx> or the *ISA Professional Testing Practices for Educators* document;
4. Not making every reasonable attempt to test all students for whom the school or district is accountable;
5. A test misadministration or cheating by
  - 5.1 students obtaining or being provided copies of all or part of the state tests prior to the actual administration of the test sessions;
  - 5.2 teachers, test administrators, or others giving students unfair help with the answers during the test, such as
    - giving students correct answers,
    - giving hints or prompts of any kind about a correct answer,
    - indicating that a student’s answer may be incorrect and should be changed;
  - 5.3 teachers, test administrators, or others previewing state test forms and using material from the secure test forms to prepare students for the state tests;
  - 5.4 teachers, test administrators, or others deviating from instructions in the current ISA materials found at <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx> or the *ISA Professional Testing Practices for Educators* document in ways unauthorized by ISBE’s Assessment and Accountability Division;
  - 5.5 testing students out-of-level (e.g., giving a grade 8 student a grade 5 test);
  - 5.6 administering the wrong test to the student (e.g., giving the student DLM-AA test when they should have received ISA test);
  - 5.7 teachers, test administrators, or other school personnel altering multiple-choice answers or written responses on student answer documents during testing or after test sessions are completed;
  - 5.8 teachers, test administrators, or others mishandling accommodations by
    - failing to provide students needed test accommodations specified in the IEPs or Section 504 Plans, or failing to provide acceptable accommodations to students who are English Learners (EL),
    - giving accommodations to students with IEPs or Section 504 Plans or who are EL that undermine or negate the purpose of the test or jeopardize test security or confidentiality,
    - giving accommodations to students that are not written into IEPs or Section 504 Plans, or
    - giving accommodations that are not expressly permitted in current state test administration manuals, coordination manuals, or the *Professional Testing Practices for Educators* to students who do not have IEPs or Section 504 Plans, or who are not EL;
  - 5.9 testing students outside of the ISA window (unless specific, prior arrangements have been made with the State Board of Education).