# Test Administration and Security Agreement

## Hillsborough County Public Schools, Assessment Office

Florida State Board of Education, Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, s.1008.24, F.S., and applies to anyone involved in the administration of a district or statewide assessment. The Rule prohibits activities that may threaten the integrity of the test. See the attached Florida Test Security Statute and State Board of Education Rule. Examples of prohibited activities are listed below:

- Reading the passages, test items, or performance tasks except as noted in directions,
- Revealing or discussing the passages, testing items, or performance tasks,
- Copying the passages, test items, or performance tasks,
- Explaining or reading test items or passages for students,
- Changing or otherwise interfering with student responses to test items (such as giving answers for any test items or even providing assistance to students that would lead them to a response),
- Pre-teaching specific test content or passages right before administration,
- Copying or reading student responses other than as indicated in directions,
- Causing achievement of schools to be inaccurately measured or reported,
- Prompting students not to do their best.

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or LEP plans, test administrators are permitted to provide the accommodation(s) as described in the appropriate test manual.

All personnel are prohibited from examining or copying the test items and/or the contents of student test books and answer documents except for the purpose of correctly administering the test. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make up, materials must be placed in secure storage.

The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security.

I, _____, have read the Florida Test Security Statute and State Board of Education Rule (attached) and the information and instructions provided to me for the appropriate and secure administration of all required Hillsborough County and state of Florida tests.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the assessments given and cause student achievement to be inaccurately represented or reported.

_____ _____

School Name and Number | Print Name

_____ _____

Date | Signature

**Distribution: Principal, Personnel File**

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