



# Arizona English Language Learner Assessment (AZELLA) Test Security Agreement 2020 – 2021



This AZELLA Test Security Agreement is intended for all employees of the district, charter holder, and school(s) who have contact with AZELLA test materials, administer and monitor students during test administration, and assist with testing. Security rules are designed to prohibit activities that may threaten the integrity of the test. School and district personnel shall read and sign the AZELLA Test Security Agreement as provided by the Arizona Department of Education and Assessment, affirming that they will follow the test administration procedures required by the department and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. Arizona Administrative Code, R7-2-310(B)(1-12), (C)(1-9), (D).

By signing this AZELLA Test Security Agreement, I acknowledge the AZELLA is a secure test and agree to the following conditions of use to ensure the security of the test:

1. I shall not disclose or share any student demographic information or student IEP or 504 plan information with any unauthorized person(s).
2. I shall take necessary precautions to safeguard test materials.
  - a. I understand that access to AZELLA test materials, including online tests, is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
  - b. If test books and answer documents are distributed to me, I shall keep them in a secured and locked location except during actual test times. This includes any student data sheets, student information sheets, and Student Testing Tickets provided to me.
  - c. I shall not copy (in written form or electronically) any part of the test, contents of the computer-based test, and test materials.
  - d. I shall collect and account for all materials following each period of testing and shall not permit students to remove test material from the testing room, except under the supervision of qualified and authorized staff.
  - e. I shall not disclose, nor allow to be disclosed, test items or performance tasks.
  - f. I shall not discuss responses to any test items with students.
  - g. I shall not interpret test items or passages for students.
  - h. I shall not log into any student online test.
  - i. I shall not erase or change any student responses or any marks (including stray marks) on a scorable test booklet or answer document, and student responses associated with an online test.
  - j. If test materials are distributed to me, I shall return all AZELLA test materials to the school/district test coordinator immediately upon the completion of every testing session.

## AZELLA Test Security Agreement for Staff 2020 – 2021

- k. I shall not develop any Stages III, IV, and V Placement Test and Stages I, II, III, IV, and V Spring Reassessment Test scoring keys, or prepare answer documents except as required by the Test Administration Directions manual published by the testing contractor.
- l. I shall not use any test materials for instruction before or after test administration.
- 3. I shall report any violation of this test security policy.
- 4. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer or proctor AZELLA tests for school year 2020 – 2021 must also agree to the following conditions to ensure the correct administration of the tests:

- 5. I shall participate in test administration training and qualification activities prior to administering the AZELLA tests.
- 6. I shall closely review the appropriate Test Administration Directions prior to administering the test.
- 7. I shall complete the required Test Security and Ethics training, as provided by my AZELLA District Test Coordinator, prior to signing this document.
- 8. I shall follow all instructions in the Test Administration Directions including **reading the directions to students exactly as scripted.**

My signature on this document certifies that I have read the above policy and completed the required Test Security and Ethics Training. I am assuring my district/charter and the Arizona Department of Education that I understand the consequences of not following the above security agreement requirements and I will abide by the above conditions. I will also assure that any AZELLA staff that I supervise, who will have access to the AZELLA Tests, will also sign an AZELLA Test Security Agreement.

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

School: \_\_\_\_\_ School Entity ID: \_\_\_\_\_

District: \_\_\_\_\_ District Entity ID: \_\_\_\_\_

**This signed AZELLA Test Security Agreement form must be kept and maintained by the AZELLA District Test Coordinator and the district or charter holder office for 6 years. This agreement form must be made available for ADE to review; however, do not return it to ADE.**

This form may not be altered. This form may be photocopied.