

APPENDIX D. CTE STAFF SECURITY AND TESTING PROTOCOL AGREEMENT

Arizona Department of Education, Career and Technical Education, Technical Skills Assessments School Year 2025-2026

This CTE Staff Security and Testing Protocol Agreement must be signed by all employees of CTEDs, districts, schools, and charter holders who come in contact with test materials or the secure test environment, who administer tests or monitor students during test administration, or who assist with testing. Test security rules are designed to prevent actions or activities that may threaten the integrity of the test or student scores.

School and district personnel, including but not limited to Assessment Administrators, Proctors, Monitors, and school or district/charter administrators, shall read and sign the Staff Security and Testing Protocol Agreement as provided by the Arizona Department of Education (ADE), Career and Technical Education (CTE) section, affirming that they will follow the test administration procedures required by ADE CTE. This form must be signed annually, and the signed agreement must be on file with the district or charter prior to accessing the CTE Technical Skills Assessment System or administering any Technical Skills Assessments (TSAs).

By signing this Staff Security and Testing Protocol Agreement, I acknowledge that all Technical Skills Assessments are secure tests and agree to the following conditions of use to ensure the security of the test.

1. I will take necessary precautions to safeguard test materials, and I will not engage in any activity that adversely affects the validity, security, or fairness of the assessments.
 - a. I will sign the CTE Staff Security and Testing Protocol Agreement for School Year 2025-2026.
 - b. I understand that access to the CTE TSA system, including all TSAs, is restricted. I will not attempt to gain access to test materials beyond that which is granted to me by my Assessment Coordinator, District Assessment Coordinator, Superintendent, or Charter Representative.
 - c. I will not proctor my own students, but I may proctor other teachers' students.
 - d. If secure test materials, including but not limited to student information sheets or rosters are distributed to me, I will keep them in a secure and locked location except during actual test times. I will return all test materials to the Assessment Coordinator immediately upon the completion of testing.
 - e. I will not permit students to remove test materials from the testing room, including student testing devices, scratch paper, and login information.
 - f. I will not examine, read, review, discuss, disclose, nor allow to be disclosed, the content of any Technical Skills Assessments, including test items or any student responses to any test items, at any time before, during, or after testing.
 - g. I will ensure that students do not participate in any form of cheating.
 - h. I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, capturing via an unauthorized electronic device, or photocopying).
 - i. I will not allow the use of artificial intelligence (AI) to respond to any part of the test.
 - j. I will not use remote monitoring software to view a student's screen during testing.
 - k. Some testing accommodations require assessment staff to view, read, or transcribe test content or student responses. If I am administering such accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
 - l. I will not provide or permit the use of unacceptable accommodation or tools on the test.
 - m. I will not erase or change any student responses nor direct students to erase or change any responses.
 - n. I will prepare the testing room so that no student can view another student's test materials or computer screen and so that inappropriate visual aids are removed or covered completely before testing.

- o. I will supervise the students at all times and focus my full attention on the testing environment. I will not allow students to talk, pass notes, cause disruptions, or communicate with each other in any way during testing. I will not allow students to access cell phones or other unapproved electronic devices during testing.
 - p. I will not use any test materials for instruction before, during, or after test administration.
 - q. Unless specifically permitted as an IEP/504 plan accommodation, I will not provide prohibited or inappropriate resources or content support to students during testing, including but not limited to graphic organizers and reference sheets. I will not allow students to access notes, books, or any instructional materials during testing.
2. I will report any violation of this staff security and testing protocol agreement to my CTE Director, Assessment Coordinator, or District Assessment Coordinator.
 3. I understand that the district Superintendent or Charter Representative will develop, distribute, and enforce disciplinary procedures that will be applied when the actions of a staff member are such that they result in a test security violation.

Individuals who administer or proctor Technical Skills Assessments for school year 2025-2026 must also agree to the following conditions to ensure the correct administration of the tests.

4. I will participate in and complete training activities necessary to understand test security and administration policies and procedures prior to administering the tests.
5. I will read the CTE Technical Skills Assessment Overview Guide prior to administering the test.
6. I will follow all the instructions in the Proctor Instructions for Monitoring the TSA, including reading the directions to students exactly as scripted.

All schools are required to ensure that Technical Skills Assessments are administered in person in a room that meets the requirements of a secure test environment, including but not limited to testing in a room with only the students to be tested and testing staff who have been trained and who have signed a test security agreement present in the testing room; no education materials or posters on the walls; and student seating arranged so that testing staff can freely circulate the room and so that the possibility of prohibited behavior is minimized.

By signing my name to this document, I am assuring my district/charter and ADE that I will abide by the above conditions and that anyone I supervise, who will have access to the Technical Skills Assessments or the testing environment, will also sign a Staff Security and Testing Protocol Agreement. I understand that a breach of test security may result in disciplinary action and one or more student tests being invalidated.

I certify that I have read the above policies, I understand the consequences of not following the security agreement requirements, and I will abide by the above conditions.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

School: _____ School Entity ID: _____

District: _____ District Entity ID: _____

This signed CTE Staff Security and Testing Protocol Agreement form must be kept on file by the CTE Administrator and the district or charter holder office for five (5) years. This signed agreement form must be made available to ADE upon request.

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

APPENDIX E. DISTRICT ASSESSMENT COORDINATOR SECURITY AND TESTING PROTOCOL AGREEMENT

Arizona Department of Education, Career and Technical Education, Technical Skills Assessments School Year 2025-2026

Superintendents and Charter Representatives are responsible for all testing activities and the security of the Technical Skills Assessments within their district or charter. An accurate District Assessment Coordinator Security and Testing Protocol Agreement for School Year 2025-2026 must be on file with the Career and Technical Education Section of the Arizona Department of Education. Please send this completed form to CTEAassessmentHelp@azed.gov.

Superintendents and Charter Representatives can designate one District Assessment Coordinator to act on their behalf. If a District Assessment Coordinator is not designated, the Superintendent or Head of District or Charter will serve as the District Assessment Coordinator. All District Assessment Coordinators are expected to serve in this role for the full academic year. The Superintendent or Charter Representative must instruct the ADEConnect Entity Administrator to create an account for the designated District Assessment Coordinator in ADEConnect and assign the appropriate permissions. These individuals are responsible for the timely completion of all the testing activities within their district or charter for the Technical Skills Assessments. District Assessment Coordinator activities include but are not limited to:

1. Conducting district or charter staff training and assisting faculty at all testing sites.
2. Scheduling testing activities within the district or charter schools and ensuring the Technical Skills Assessments are completed within the published testing windows. Per state policy, test windows are not extended.
3. Coordinating the provision of testing accommodations documented in an Individualized Education Program (IEP) or 504 Plan by collecting accommodations needed for students, arranging resources, and communicating requirements for assessment administrators.
4. Communicating with the district or charter school IT department to ensure technical specifications and system requirements are met for the Technical Skills Assessments.
5. Maintaining and monitoring the security of all assessment materials.
6. Monitoring test administration and being available in person throughout the duration of the test windows.
7. Checking the Arizona Department of Education Career and Technical Assessments websites and testing portals regularly for testing updates and due dates.

As Superintendent, Charter Representative, or District Assessment Coordinator, I acknowledge that all State Assessments are secure tests, and I agree to the following conditions concerning the security of the State Assessments. I understand that failure to comply with the following test administration and test security conditions may result in test invalidations for individual students, groups of students, and/or schools.

1. All necessary security precautions shall be in place to safeguard test materials.
 - a. Access to the Technical Skills Assessments questions is restricted.
2. Ensure all staff involved have signed CTE Staff Security and Testing Protocol Agreements, which will be kept on file locally for five (5) years. District policy determines if the signed documents are kept in hard copy or electronic format.
 - i. Assessment Coordinators shall maintain the agreements signed by school staff.
 - ii. Superintendents/Charter Representatives shall maintain the agreements signed by Assessment Coordinators.
 - iii. The Career and Technical Education Section of Arizona Department of Education shall maintain the agreements signed by Superintendents and Charter Representatives.

e. All secure student assessments shall not be examined, read, or reviewed by anyone other than the student unless in compliance with the appropriate test administration directions.

i. Secure test materials shall not be used for instruction before, during, or after test administration.

ii. Content or items of the test shall not be photographed, discussed, or disclosed, nor allowed to be photographed, discussed, or disclosed.

iii. Student responses cannot be reviewed, changed, or deleted by anyone else but the student and will be submitted for scoring exactly as completed by the student.

f. The use of any remote monitoring software as well as artificial intelligence (AI) programs and applications on devices while students are testing is prohibited.

g. Upon completion of testing, student scrap paper and login information must be shredded.

3. State Assessments are to be administered in person at Arizona schools. Students must be tested in a physical building designated as a testing site by the district or charter. State Assessments cannot be administered remotely and cannot be administered outside the state of Arizona. Schools administering State Assessments at locations other than school property must provide addresses for all such off-site test locations and schedules to the Arizona Department of Education, as mandated for the specific test administration.
4. All usernames and passwords used for the Technical Skills Assessments are unique to individuals and shall not be shared.
5. Neither identifiable student demographic information nor student IEP or 504 plan information shall be disclosed to unauthorized persons.
6. The Superintendent or Charter Representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff. All test security incidents must be reported to the Arizona Department of Education in a timely manner.
7. All instructions in the CTE Technical Skills Assessments Overview Guide and Proctor Instructions for Monitoring the TSA, which include reading the directions to students exactly as scripted, shall be followed.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the Technical Skills Assessments for School Year 2025-2026, will also abide by the above conditions, and I certify that the individuals named below are authorized to act on my behalf as the District Test Coordinator. **If any of the individuals designated below are unable to complete any activities, including participating in a pre-test training, I will attend and complete in their place.**

District or Charter: _____

Name of Superintendent, Charter Representative, or District Assessment Coordinator (print): _____

Signature: _____

Email: _____

Phone Number: _____ Date: _____

Please print, sign, scan, and email this District Assessment Coordinator Security and Testing Protocol Agreement for School Year 2025-2026 to CTEAassessmentHelp@azed.gov.