

**District Determined Assessment
Test Administration and Security Agreement
St. Johns County School District 2014-2015**

This policy applies to anyone involved in the administration of a District Determined Assessment of students.

The school district prohibits activities that may threaten the integrity of the test.

Examples of prohibited activities are listed below:

- Reading or viewing the test items
- Revealing the test items
- Copying the test items
- Explaining or reading test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Using their computer during testing



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

All personnel are prohibited from examining or copying the test items and/or the contents of the computer-based test. The security of any paper-based test materials must be maintained before, during, and after the test administration. The use of untrained test administrators increases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation and possible reprimand.

I have received adequate training regarding the administration of the District Determined Assessments and I have familiarized myself with the St. Johns County School District's test security procedures. I agree to administer the DDA according to the procedures described in my training. Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate test security and/or cause student achievement to be inaccurately represented.

District Department or School Name _____ Date: _____

Print Name _____

Sign Name _____