

**District Common Assessments and Discovery Education Progress Monitoring
Test Administration and Security Agreement
St. Johns County School District**

This policy applies to anyone involved in the administration of District (midterm/semester/final) exams that are used for teacher evaluation data and Discovery Education assessments that are used for teacher evaluation data.

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



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 tests. The security of any paper-based test materials must be maintained before, during, and after the test administration. 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 assessments. I agree to administer the assessments according to the procedures established by the school district. 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 _____

Print Name _____

Signature _____ Date _____

Return signed form to the school testing coordinator.