


ADMINISTRATIVE MANAGEMENT GUIDELINE

	Process Name:	Testing_Standardized Test Security Agreements
	Key Strategic Priority:	1
	Reference:	Other
	Reference Link:	DVUSD Test Security Agreements https://portal.dvusd.org/cms/browser/article/secure/32535 Arizona State Assessments Security Agreements
	Function:	Curriculum Instruction & Assessment

Campus Administration must ensure that all administrators, teachers, and other personnel involved in district, state, and other standardized testing, complete appropriate test security agreements and that the agreements are archived as specified for each testing program.

District Test Security Agreements

1. All district teachers and administrators must sign a District Test Security Agreement each year, before any district testing takes place on the campus.
2. The District Test Security Agreements must be kept on the campus for one year.
3. In the event that the test security agreement is violated by a member of the school staff, disciplinary procedures will be enforced (see Standardized Testing Violation Discipline AMG).

State and Other Standardized Testing Security Agreements

1. Test Security Agreements are required for state standardized testing and other testing programs (e.g.,–NAEP)
2. Test Security Agreements must be signed by all faculty and staff who will have access to the test.
3. State Test Security Agreements must be kept on file at the campus level for 6 years for campus staff and must be on file at the district office for campus administrators and School Test Coordinators. The duration of retention of security agreements for other testing programs must be adhered to as per the program stipulations.

DATE ADOPTED: 11/25/13

LAST REVISION: 05/22/23

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