

Test Security Staff Assurance Report– Prior to Testing

Washington Comprehensive Assessment Program (WCAP)

Office of Superintendent of Public Instruction

All persons having direct or indirect access to secure test material are prohibited from duplicating, transmitting, or by any means disclosing secure test content, including, but not limited to, test questions, passages, or performance tasks and/or the contents of students online tests or test/answer booklets, unless specifically authorized to do so by OSPI. The security of all state assessment materials must be maintained before, during, and after each testing session. **RCW 28A.635.040**, **RCW 42.56.250**, and **WAC 181-87-060** provide descriptions of the penalties for the unauthorized review, use, or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration.

Prohibited activities include, but are not limited to:

- Reviewing and/or revealing secure test content;
- Copying secure test content;
- Developing or knowingly using instructional resources derived from secure test content;
- Assisting students with the interpretation of test questions, passages, or tasks;
- Changing, altering, or otherwise interfering with student responses;
- Copying or reading student responses; or
- Leaving secure assessment materials in an unsupervised or non-secure location.

If any of the above activities need to be provided as a stipulated accessibility feature, Test Administrators (TAs) are permitted to provide the accessibility feature, if consistent with the [Guidelines on Tools, Supports, & Accommodations](#) for state assessments, located at <http://wa.portal.airast.org/>

Spring Administrations: Smarter Balanced OGL Smarter HS WCAS WA-AIM
 ELPA Screener ELPA21 WIDA

Retake Administrations: Fall Smarter Balanced HS Fall Off-Grade Smarter HS Fall WA-AIM

School/Site Name: _____

To be completed by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All “NO” responses must be explained below and reported to your School Test Coordinator (SC). This form must be signed twice: Once after training and before testing, and again after testing has been completed. Submit the completed form with signature to your SC.

YES NO

- Were you trained in test administration, security procedures, and reporting requirements?
- Did you review and understand the training materials required for review by the state and your school district (TAMs, DFAs, Scripts, etc.)?
- Do you understand your school’s *Test Security and Building Plan* “chain of custody” for all assessment material?

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I will not read, reveal, or disclose information about secure test content and I will not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

Staff Member Name (please print)

Signature

____/____/____ Date

Submit both pages of this original form (completed with signature) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at school or district and available for audit according to district retention policy.

Test Security Staff Assurance Report– After Testing

Washington Comprehensive Assessment Program (WCAP)

To be completed at the end of testing by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All “NO” responses must be explained below and reported to your SC. Submit the completed form with signature to your SC at conclusion of testing.

Immediately alert your SC of any testing incident or security breach. The SC must consult with the District Test Coordinator as soon as an incident is discovered, or suspected, for guidance regarding the investigation and possible score invalidation.

Use the space below to note incidents, if any.

Attachments (Submit any additional sheets and/or documentation with this report)

YES NO NA*

- Did you follow your chain of custody, as described in your school’s *Test Security and Building Plan* (TSBP), for all test materials?
- Did you always keep secure assessment materials in a locked, limited-access storage area?
- Were materials that might provide students an advantage covered or removed from the testing environment?
- Did you check out and check in test materials to students, including ancillary materials?
- As documented, were students provided access to required accessibility features?
- If assistive technologies were used, were student responses transcribed into a standard form test booklet or the Data Entry Interface, and was secure information deleted from the computer and network?
- Did all testing occur during your school’s district approved test schedule?
- Have you reported all security improprieties, test incidents, and appeals to your SC?
- Have you submitted all school required documents to the SC, if applicable?
- Have all secure assessment materials been returned to your SC, following the chain of custody in your TSBP?

* NA=Not Applicable

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I did not read, reveal, or disclose information about secure test content and I did not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

Staff Member Name (please print)

Signature

___/___/____ Date

Submit both pages of original form (completed with signature) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at district and available for audit according to district retention policy.