



## Arkansas Test Security Agreement for Administering MSAA Spring 2016 Operational Test

### Multi-State Alternate Assessment

### MSAA Testing Window March 30 – May 13, 2016

#### Test Security Guidelines:

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators (DTC), School Test Coordinators (TC), and Test Administrators (TA) shall be currently licensed by the Arkansas Department of Education as teachers or administrators.
3. The MSAA assessment must be administered during the specified testing window dates as specified by the MSAA policies.  
**The testing window for the 2016 Spring Operational MSAA is March 30, 2016 to May 13, 2016.**
4. The tests shall be administered in strict accordance with the instructions outlined in the manuals for the current administration of the MSAA assessment. All instructions, directions and administration scripts must be read verbatim to eligible students during MSAA testing.
5. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the MSAA assessment have been properly trained as specified by MSAA and the Arkansas Department of Education. **The training window for MSAA is February 24, 2016 to May 13, 2016.**
6. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that all students have participated in the appropriate grade-level assessment(s).
7. The Superintendent or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs shall specify any state-approved accommodation(s) available to students participating in the administration of the MSAA for Students with a significant, cognitive disability.
8. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
9. District staff may not duplicate or reproduce the test, the associated test items, the writing prompts, or other secure materials for any other purpose than those required in administering the MSAA test. Doing so is considered a breach of security.
10. All District Superintendents, District Test Coordinators, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Agreement. All Test Security Agreements must be kept on file by the DTC and produced upon request of the ADE.
11. Students must not be exposed to answers of items at any time before or after testing.
12. Student responses to test items must represent the student's own independent and unaided thinking and must not be changed during or after testing. Providing a student clues or supports during testing that are not indicated in the directions for test administration will be considered a breach of security.
13. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
14. No electronic devices with audio/video recording and/or photographic capabilities shall be accessible at any time during test administration. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).
15. If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the requirements specified in the manuals for the current administration. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security.
16. It is the responsibility of the Test Administrator to ensure that the memory of each calculator is cleared both at the beginning and end of testing each day. Failure to do so constitutes a breach of security.
17. During the test administration, Test Administrators should continually monitor the testing process. The Test Administrator is to devote total attention to the student being tested and not work on other things.
18. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to the ADE Office of Student Assessment. All security violations shall be investigated by the state.



## Arkansas Test Security Agreement for Administering MSAA Spring 2016 Operational Test

### Multi-State Alternate Assessment

### MSAA Testing Window March 30 – May 13, 2016

All MSAA policies related to testing integrity and appropriate test practices must be followed. In addition, all Test Administrators (TA) and Test Coordinators (TC) will comply with Arkansas test security protocols and procedures and will sign the Arkansas Test Security Agreement in accordance with Arkansas law and policy and produced upon request of the ADE.

This agreement must be completed by the District Superintendent, District Testing Coordinator, School Testing Coordinator, and the Test Administrators and kept on file by DTC.

- I certify that, to my knowledge, no one in this school building copied, reproduced, or released in any way the secure items or students' responses to test items from the MSAA (Multi-State Alternate Assessment) assessment. As directed in the MSAA Test Administration Manual (TAM) all materials have been handled in a secure manner and all MSAA policies related to testing integrity, including appropriate and inappropriate test practices, have been followed.
- I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's or MSAA test security procedures could result in revocation of my license.

This form may be duplicated as needed. DTC will keep on file and produce upon request by ADE.

**School District Name:**

Superintendents Name (Print)	
Superintendents Signature:	Date:
District Test Coordinator Name: (Print)	
DTC Signature:	Date:
School Test Coordinator Name: (Print)	
STC Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:
Test Administrator Name: (Print)	
TA Signature:	Date:

