



Proctor/Room Supervisor/Test Administrator Confidentiality Agreement



THE ACT HIGH SCHOOL ASSESSMENTS AGREEMENT TO MAINTAIN CONFIDENTIALITY

The ACT Assessment and the ACT Aspire Assessment, collectively the ACT High School Assessments, are secure, proprietary test instruments with components copyrighted by the ACT Inc. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction (DPI) and Wisconsin educators must take every step to assure the security of these test instruments. For that reason, DPI is requiring all Test Coordinators complete this Agreement.

I hereby agree that I will not disclose - to any person - any materials (such as, but not limited to test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and/or measurement/research/report data) related to the ACT High School Assessments.

I acknowledge that I will have access to either the ACT Assessment, the Aspire Assessment, or both. I acknowledge that I have been provided access to Appropriate Testing Practices, available in the Test Security Manual, and the ACT High School Assessment Test Security Policies, available in the Test Security sections of the ACT Test Administration Manuals, ACT Aspire Test Coordinator Manual, and the ACT Aspire Room Supervisor Manual. I understand that all testing materials are secure, and it is my professional responsibility to protect their security. I therefore specifically pledge:

1. I will attend required trainings for the ACT and ACT Aspire Assessments.
2. I have read and understood the Test Security Manual and the Accessibility Support Guides for the ACT and ACT Aspire.
3. I will: read the ACT Test Administration Manuals; use the ACT assessment testing resources; and follow the appropriate ACT testing procedures.
4. I will: read the Wisconsin ACT Aspire Test Coordinator Manual and Wisconsin Aspire Room Supervisor Manuals; use the Aspire assessment testing resources; and follow the appropriate Aspire testing procedures.
5. I have read and understood the ACT Prohibited Behaviors at the Test Center and the ACT Calculator Policy.
6. I will not proctor students who are my family members. "Relative" means children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.
7. I will adhere to the accommodations listed therein for students with IEPs, Section 504 Plans, or ELLs.
8. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
9. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
10. I will not allow any unauthorized person to access the test materials.
11. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
12. I will not disclose individual student test scores or test performance data to unauthorized persons.
13. I will check testing rooms prior to the beginning of test administration to ensure that no specific information is displayed in the room during the test administration.
14. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, that this will constitute a breach of this Agreement and consequences may include but are not limited to invalidation of student test results; civil liability for copyright violations, and district-level disciplinary action.
15. I understand the importance of student privacy and ensure that any reference to WISE IDs is kept secure.

<i>Signature</i>	<i>Date</i>

<i>Name</i>	<i>Job Title</i>

<i>District (and School if appropriate) Name</i>