

# ACT Test Coordinator Confidentiality Agreement

## THE ACT HIGH SCHOOL ASSESSMENTS AGREEMENT TO MAINTAIN CONFIDENTIALITY

The ACT Assessment and the PreACT Secure 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 ensure the security of these test instruments. For that reason, DPI is requiring all ACT 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, graphs, 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 PreACT Secure Assessment, or both. I acknowledge that I have been provided access to Appropriate Testing Practices (available in the Test Security Manual) and all ACT test security policies, available in the Test Security sections of all ACT and PreACT Secure Administration Manuals. I understand that all testing materials are secure, and it is my professional responsibility to protect their security. I therefore specifically pledge:

### The ACT

1. I have read and understood the Test Security Manual and the Accessibility Supports Guide for the ACT.
2. I will read all test administration manuals for the ACT; use the ACT testing resources; attend all required trainings and follow appropriate testing procedures.
3. I will follow the procedures in the ACT PearsonAccessnext User Guide.
4. I will train appropriate school staff and coordinators on test administration and test security procedures for the ACT.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
7. I will not allow any unauthorized person to access the test materials.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor Test Administrators/Proctors/Room Supervisors and students to ensure that only references or tools specifically designated in the test manuals or by accommodations are provided.
11. 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 legal liability for copyright violations, and district-level disciplinary action.
12. I understand the importance of student privacy and will ensure that any reference to WISE IDs is kept secure.
13. I will read and abide by ACT's Relatives Policy and Athletic Coaches Policy contained in the ACT Test Coordinator Informational Manual, and I will ensure that current testing staff guidelines are followed.

### PreACT Secure

1. I have read and understood the Test Security Manual and the Accessibility Supports Guide for the PreACT Secure.

2. I will read all test administration manuals for the PreACT Secure; use the PreACT Secure testing resources; attend all required trainings and follow appropriate testing procedures.
3. I will follow the procedures in the PreACT Secure PearsonAccessnext User Guide.
4. I will train appropriate school staff and coordinators on test administration and test security procedures for the PreACT Secure Assessment.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
7. I will not allow any unauthorized person to access the test materials.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor Test Administrators, Room Supervisors, Proctors, and students to ensure that only references or tools specifically designated in the test manuals or by accommodations are provided.
11. 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 legal liability for copyright violations, and district-level disciplinary action.
12. I understand the importance of student privacy and will ensure that any reference to WISE IDs is kept secure.
13. I will read and abide by ACT's Relatives Policy and Athletic Coaches Policy contained in the PreACT Secure Test Coordinator Informational Manual and will ensure that current testing staff guidelines are followed.

**Check all applicable boxes below:**

**The PreACT Secure Assessment:**

I acknowledge I will have access to test materials for **PreACT Secure Assessment** and will adhere to all policies.

I have a relative taking the PreACT Secure Assessment this administration year. I have reviewed ACT's Relatives Policy and will comply with it, including the restrictions on my role during the testing window in which my relative or ward will be testing.

We do not serve grade 9 or grade 10 students, and therefore we do not administer the **PreACT Secure Assessment**.

**The ACT Assessment:**

I acknowledge I will have access to test materials for the **ACT Assessment** and will adhere to all policies.

I have a relative taking the ACT Assessment this administration year. I have reviewed ACT's Relatives Policy and will comply with it, including the restrictions on my role during the testing window in which my relative or ward will be testing.

We do not serve grade 11 students, and therefore we do not administer the **ACT Assessment**.

|  |                  |             |
|--|------------------|-------------|
| <i>Signature</i>                                 |                  | <i>Date</i> |
|  |                  |             |
| <i>Name</i>                                      | <i>Job Title</i> |             |
|  |                  |             |
| <i>District (and School if appropriate) Name</i> |                  |             |
|  |                  |             |