

District Assessment Coordinator

Agreement to Maintain Confidentiality

INSTRUCTIONS: The confidentiality form must be completed by the **designated district assessment coordinator** each school year. All other confidentiality forms completed within your district will be retained at the school/district level.

1. Download and save the form to your device.
2. Review each confidentiality agreement.
3. Ensure you have responded to question 9 on the ACT Confidentiality form.
4. Complete the signature page electronically and save.
5. Email signed form to DPI's Office of Educational Accountability at osamail@dpi.wi.gov.



District Assessment Coordinator Confidentiality Agreement



WISCONSIN FORWARD EXAM AGREEMENT TO MAINTAIN CONFIDENTIALITY

The Wisconsin Forward Exam is a secure, proprietary test instrument with components copyrighted by DRC. 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 and Wisconsin educators must take every step to assure the security of these test instruments.

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 measurement/research/report data) related to the Wisconsin Forward Exam.

I acknowledge that I will have access to a secure assessment in the Wisconsin Forward Exam. I also acknowledge that I have read, understand, and agree to adhere to the Appropriate Testing Practices (available in the Test Security Manual) and the Wisconsin Forward Exam Test Security Policies. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility Guide.
2. I will read the Test Administration Manual, use the testing resources available on the Wisconsin Forward Exam webpage and follow the appropriate testing procedures.
3. I will follow the procedures in the DRC INSIGHT Portal Guide.
4. I will train appropriate district staff and school assessment coordinators on test administration and test security procedures.
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 and students to ensure that only references or tools specifically designated in 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, and breach of contract, consequences may include 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 ensure that any reference to WISE IDs is kept secure.

THE ACT HIGH SCHOOL ASSESSMENTS AGREEMENT TO MAINTAIN CONFIDENTIALITY

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 and Wisconsin educators must take every step to assure the security of these test instruments.

I acknowledge that I have read, understand, and agree to adhere the Appropriate Testing Practices (available in the Test Security Manual) and the ACT High School Assessment Test Security Policies. The ACT High School Test Security Policies are available in the Test Security sections of the ACT Test Administration Manual, ACT ASPIRE Test Coordinator Manual and the ACT ASPIRE Room Supervisor Manual. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility Guides for the ACT and ACT ASPIRE.
2. I will read the ACT Test Administration Manuals and the ACT ASPIRE Test Coordinator Manual and the Room Supervisor Manual, use the ACT High School Assessment testing resources and follow the appropriate testing procedures.
3. I have read and understood the ACT Prohibited Behavior at the Test Center and the ACT Calculator Policy.
4. I will train appropriate district staff and school assessment coordinators on test administration and test security procedures.
5. I will not disclose individual student test scores or test performance data to unauthorized persons.
6. I will monitor test administrators/proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
7. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, and breach of contract, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action.
8. I understand the importance of student privacy and ensure that any reference to WISE IDs is kept secure.
9. **Access to test materials: Please select only ONE of the following two options.**

I acknowledge that I will have access to the test materials and will adhere to the following security protocols.

- i. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
- ii. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
- iii. I will not allow any unauthorized person to access the test materials.
- iv. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).

I will not have access to the test materials. My relative (student) will be testing standard time at a school within the state. I have delegated the responsibility to another qualified colleague in my district.

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DYNAMIC LEARNING MAPS (DLM) AGREEMENT TO MAINTAIN CONFIDENTIALITY

The Dynamic Learning Maps (DLM) assessment is a secure, proprietary test instrument with components copyrighted by Kansas University. 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 and Wisconsin educators must take every step to assure the security of these test instruments.

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 measurement/research/report data) related to the Dynamic Learning Maps assessment at grades 3-11.

I acknowledge that I will have access to a secure assessment in Dynamic Learning Maps. I also acknowledge that I have read, understand, and agree to adhere to both the Wisconsin and the Dynamic Learning Maps Test Security Policies. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility Guidelines.
2. I will read the District Test Coordinator Manual, Test Administration Manual, use the testing resources available on the Dynamic Learning Maps webpage and follow the appropriate testing procedures
3. I will follow the procedures in the Data Steward Manual and DLM Test Administration Manual.
4. I will train appropriate district staff and school assessment coordinators on test administration and test security procedures.
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 and students to ensure that only references or tools specifically designated in 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, and breach of contract, consequences may include 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 ensure that any reference to WISE IDs is kept secure.

WIDA ACCESS FOR ELLs AGREEMENT TO MAINTAIN CONFIDENTIALITY

The WIDA ACCESS for ELLs is a secure, proprietary suite of test instruments with components copyrighted by The Board of Regents of the University of Wisconsin System and DRC. 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 and Wisconsin educators must take every step to assure the security of these test instruments.

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 measurement/research/report data) related to the WIDA ACCESS for ELLs.

I acknowledge that I will have access to a secure assessment in the WIDA ACCESS for ELLs. I also acknowledge that I have read, understand, and agree to adhere to the Appropriate Testing Practices (available in the Test Security Manual) and the WIDA ACCESS for ELLs Test Security Policies. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility and Accommodations Supplement.
2. I will read the Test Administration Manual, use the testing resources available on the ACCESS for ELLs webpage and follow the appropriate testing procedures.
3. I will follow the procedures in the WIDA AMS User Guide.
4. I will train appropriate district staff and school assessment coordinators on test administration and test security procedures.
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 and students to ensure that only references or tools specifically designated in 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, and breach of contract, consequences may include 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 ensure that any reference to WISE IDs is kept secure.



District Assessment Coordinator

Agreement to Maintain Confidentiality Signature Page

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4. Complete the signature page electronically and save.
5. Email signed form to DPI's Office of Educational Accountability at osamail@dpi.wi.gov.

By signing below, I agree that I have read and understand the terms and conditions of each confidentiality agreement contained within this document. I understand that the terms of each agreement apply independent of one another, and I agree to be bound by the terms and conditions of each agreement.

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