



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.

To utilize the electronic PDF fill-enable features, including electronic signature:

1. Download and save the form to your device.
2. Then open it directly in Adobe Acrobat or Adobe Acrobat Reader.
3. Review each confidentiality agreement.
4. Ensure you have selected the appropriate responses at the end of the ACT High School Assessments Confidentiality form - checking one box under PreACT and one boxes under ACT.
5. Complete the signature page electronically and save the entire document.
6. Email the entire document (all pages) of the 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.



District Assessment 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 District Assessment 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 PearsonAccess^{next} User Guide.
4. I will train appropriate district staff and School Assessment 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.

The PreACT Secure Assessment

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 district staff and School Assessment 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/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 PreACT Secure Test Coordinator Informational Manual and will ensure that current testing staff guidelines are followed.

Please check only the boxes applicable to your situation for PreACT Secure and ACT below:

The PreACT Secure Assessment:

I acknowledge I will have access to secure 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 secure 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.



District Assessment Coordinator Confidentiality Agreement



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

INSTRUCTIONS REVIEW: The Agreement to Maintain 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.

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1. Download and save the form to your device.
2. Then open it directly in Adobe Acrobat or Adobe Acrobat Reader.
3. Review each confidentiality agreement.
4. Ensure you have selected the appropriate responses at the end of the ACT High School Assessments Confidentiality form - checking one box under PreACT and one of the two boxes under ACT.
5. Complete the signature page electronically and save entire document.
6. Email the entire document (all pages) of the 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>		