



*2015 MEA Alternate for Mathematics &
ELA/Literacy
Test Administrator and Coordinator
Agreements*

Test Security Agreement

As a Maine Test Administrator or Test Coordinator of the NCSC AA-AAS assessment, I agree to follow and abide by the testing integrity and appropriate practices, handling of test material in a secure manner, as well as providing a secure testing environment, avoiding inappropriate test practices, monitoring and reporting inappropriate test practices, and shredding of all test materials not submitted as outlined in the Testing Administration Manual (TAM) developed through the NCSC project.

I understand that failure to comply with the administration and security requirements described in the *Test Administration Manual* may result in one or more of the following penalties:

- delay in reporting of student, school, or SAU results,
- invalidation of student, school, or SAU results, and/or
- investigation by the Department of Education for possible certification action.

Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the School Coordinator as needed. As a Test Administrator for the MEA for Mathematics & ELA/Literacy, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): _____

Signature: _____

Date: _____