**2019-20 MEA Mathematics and ELA/Literacy**

**eMPowerME**

**Test Security and Data Privacy Agreement**

**School Test Coordinator**



School Test Coordinator Test Security Agreement

As a School Test Coordinator for the eMPowerME Mathematics and ELA/Literacy assessment, I agree that:

1. I have provided training for my school’s Test Administrators/Proctors based on the eMPowerME *Test   
   Administration Manual*, the *Test Security Webinar,* and other eMPowerME test-related webinars.
2. I will accordingly provide a secure test environment and securely handle printed materials.
3. I will report any potential test security incidents to the DOE and/or District Assessment Coordinator.
4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
5. I have read and will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
6. I understand that failure to comply with the security requirements described in the *School Test Coordinator Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 District Assessment Coordinator as needed. As a School Test Coordinator, 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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2019-20 MEA Mathematics and ELA/Literacy**

**eMPowerME**

**Test Security and Data Privacy Agreement**

**Test Administrator/Proctor**



Test Administrator/Proctor Test Security Agreement

As a Test Administrator/Proctor for the eMPowerME Mathematics and ELA/Literacy assessment, I agree that:

1. I am familiar with the eMPowerME *Test Administration Manual*, and have participated in the *Test Security Webinar* and other *eMPowerME test-related webinars*.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 Test Coordinator as needed. As a Test Administrator/Proctor, 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.

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**2019-20 MEA Science**

**Test Security and Data Privacy Agreement Principal/School Test Coordinator**

# Principal/School Test Coordinator Security Agreement

As a Principal/School Test Coordinator for the MEA Science assessment, I agree that:

1. I have provided training for my school’s Test Administrators/Proctors based on the *Principal/Test Coordinator, Test Administration Manual*, *Test Security Webinar* and any MEA Science test-related webinars.
2. I will accordingly provide a secure test environment and securely handle printed materials.
3. I will report any potential test security incidents to the DOE and/or District Assessment Coordinator.
4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
5. I have read and will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
6. I understand that failure to comply with the security requirements described in the *Principal/Test Coordinator Manual*, *Test Administration Manual,* and *Maine Test Security Handbook* 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 District Assessment Coordinator as needed. As a School Test Coordinator, 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:



**2019-20 MEA Science**

**Test Security and Data Privacy Agreement Test Administrator/Proctor**

# Test Administrator/Proctor Test Security Agreement

As a Test Administrator/Proctor for the MEA Science assessment, I agree that:

1. I am familiar with the *Test Administration Manual,* have participated in the *Test Security Webinar* and any MEA Science test-related webinars.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the Principal/School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar,* and *Maine Test Security Handbook* 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 Test Coordinator as needed. As a Test Administrator/Proctor, 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:

**2019 -20 MEA Mathematics and ELA/Literacy**

**MSAA**

**Test Security and Data Privacy Agreement**

**School Test Coordinator**



School Test Coordinator Test Security Agreement

As a School Test Coordinator for the MSAA alternate Mathematics and ELA/Literacy assessment, I agree that:

1. I will monitor the required training for my school’s Test Administrators within the MSAA system. All TAs must pass the final Quiz with at least 80% accuracy to access test materials.
2. I will accordingly provide a secure test environment and securely handle printed materials.
3. I will report any potential test security incidents to the District Assessment Coordinator.
4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
5. I have read and will comply with the *2019-2020 Maine Test Security Handbook* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
6. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 District Assessment Coordinator as needed. As a School Test Coordinator for the MEA 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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2019-20 MEA Alternate Mathematics and ELA/Literacy - MSAA**

**Test Security and Data Privacy Agreement**

**Test Administrator/Proctor**

# Test Administrator/Proctor Test Security Agreement

As a Maine Test Administrator of the Multi-State Alternate Assessment (MSAA), I agree that:

1. I am familiar with the MSAA *Test Administration Manual*, and have completed the required training modules within the MEAA system at 80% accuracy or better.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I will send all printed test materials and scratch paper to my Test Coordinator and cleanse all computers of test materials.
8. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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.

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# 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:



**2019-20 MEA Science Alternate Assessment- SAA**

**Test Security and Data Privacy Agreement**

**School Test Coordinator**

School Test Coordinator Test Security Agreement

As a School Test Coordinator for the Science Alternate Assessment, I agree that:

1. I will monitor the required training for my school’s Test Administrators. I will accordingly provide a secure test environment and securely handle printed test materials.
2. I will report any potential test security incidents to the District Assessment Coordinator.
3. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
4. I have read and will comply with the *2019-2020 Maine Test Security Handbook* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
5. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 District Assessment Coordinator as needed. As a School Test Coordinator for the MEA 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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2019-20 MEA Science Alternate Assessment- SAA**

**Test Security and Data Privacy Agreement**

**Test Administrator/Proctor**



Test Administrator/Proctor Test Security Agreement

As a Maine Test Administrator of the Science Alternate Assessment (SAA), I agree that:

1. I am familiar with the SAA *Test Administration Manual and User Guide*, and have attended or viewed the training webinar on the Maine DOE SAA webpage: <https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/saa>.
2. I have also viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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:



**2019 -20 ACCESS for ELLs and Alternate ACCESS for ELLs**

**Test Security and Data Privacy Agreement**

**District/School Test Coordinator**

District/School Test Coordinator Test Security Agreement

As a District/School Test Coordinator for the ACCESS for ELLs and Alternate ACCESS for ELLs, I agree that:

1. I will monitor the required training for my school’s Test Administrators.
2. I will retrieve test materials sent to the district and distribute materials accordingly.
3. I will provide a secure test environment and securely handle printed materials.
4. I will report any potential test security incidents to the District Assessment Coordinator.
5. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
6. I have read and will comply with the *2019-2020 Maine Test Security Handbook* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
7. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 District Assessment Coordinator as needed. As a District/School Test Coordinator for ACCESS for ELLs and Alternate ACCESS for ELLs, 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): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**2019-20 ACCESS for ELLs and Alternate**

**Test Security and Data Privacy Agreement**

**Test Administrator**

# Test Administrator Test Security Agreement

As a Maine Test Administrator of the ACCESS for ELLs or Alternate ACCESS for ELLs, I agree that:

1. I am familiar with the ACCESS and Alternate ACCESS for ELLs *Test Administration Manual* and have completed the required certification for test administration.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2019-2020 Maine Test Security Handbook,* and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials*.*
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the School or District Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I will return all printed test materials to WIDA Data Recognition Corporation (DRC).
8. I understand that failure to comply with the security requirements described in the *Test Administration Manual, Test Security Webinar* and *Maine Test Security Handbook* 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 ACCESS for ELLs and Alternate ACCESS for ELLs, 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.

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Signature:

Date: