



APPENDIX F: MEA Assessment Security and Data Privacy Agreement

Please check all that apply:

- Checkboxes for School Assessment Coordinator (SAC), Assessment Administrator (AA), Proctor, Math & ELA/Literacy (NWEA+ MSAA), and Science (Maine Science & MSAA).

As a School Assessment Coordinator/Assessment Administrator/Proctor for the MEA Mathematics and ELA/Literacy assessment, I agree that:

- 1. I have provided training for my school's Assessment Administrators/Proctors including related administration manuals and training webinars (SAC) OR I am familiar with all related administration manuals and participated in required training webinars (AA/Proctor).
2. I will accordingly provide a secure assessment environment and securely handle printed materials.
3. I will report any potential assessment security incidents to the DOE/District Assessment Coordinator/SAC as appropriate.
4. I am aware that assessment data will be analyzed to identify any patterns indicative of a security concern.
5. I will comply with the Maine DOE Assessment Security Handbook and/or Security webinar guidance and understand technical assistance may occur to ensure that assessments are administered in accordance with established policies, and there is no indication of assessment fraud or inappropriate exposure of secure materials.
6. I understand that failure to address the above requirements may result in one or more of the following:
- delay in reporting of student, school, or SAU results,
- invalidation of student, school, or SAU results, and/or
- additional review 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 assessment administration about individual students, including student demographics, student assessment settings and responses, and incidents that occur during administration, except to the District Assessment Coordinator as needed. 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 Assessment Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_