



STATE OF IOWA TEST SECURITY MANUAL

Appendix A: Test Security/Confidentiality Agreement for Human Readers, Scribes, Translators, and Paraeducators

Test Security/Confidentiality Agreement for Human Readers, Scribes, Translators, and Paraeducators

For administration of tests which are part of Iowa's Statewide Assessment System:

- Iowa Statewide Assessment of Student Progress (ISASP)
- Dynamic Learning Maps (DLM)
- English Language Proficiency Assessment for the 21st Century (ELPA21)

I understand that access to these secure test materials is restricted. I understand that all test questions and all other materials related to these tests including, but not necessarily limited to, passages, prompts, charts, graphs and tables are considered secure and not to be: stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means. Except when explicitly allowed as described in the *Accessibility and Accommodations Manual* or the *Directions for Administrations* manuals, electronic materials used during assessment may not be printed.

I agree not to disclose or discuss the contents of the tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral administration will remain strictly confidential. I understand all personally identifiable education data is governed by the requirements within the Family Educational Rights and Privacy Act (FERPA) and my responsibility for maintaining the security of student information, test questions and materials continues even after the test concludes and the test materials have been returned.

District & School: _____

Printed Name: _____

Signature: _____

Date: _____

The district/school must maintain a copy of this form and provide it to the department upon request. It should not be returned with other test materials.