



# District/School Technology 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 assure the security of these test instruments. For that reason, DPI is requiring all Technology 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, graphics, 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 the ACT High School Assessment Test Security Policies, available in the Test Security sections of the ACT Test Administration Manuals, PreACT Secure Test Coordinator Information Manual, and the PreACT Administration Manual. I understand that all testing materials are secure, and it is my professional responsibility to protect their security. I therefore specifically pledge:

1. I will attend required training for the ACT and PreACT Secure Assessments.
2. I have reviewed and understand the Test Security Manual.
3. I will review the ACT Test Administration Manuals, and the PreACT Secure Test Coordinator Information Manual and the PreACT Secure Administration Manuals, use the ACT High School Assessment testing resources and follow the appropriate testing procedures.
4. I have read and understood the ACT Prohibited Behavior at the Test Center and the ACT Calculator Policy.
5. I have reviewed the ACT and PreACT Secure Accessibility Supports Guides.
6. I will follow the procedures and technical requirements outlined in the Technical Coordinator Checklists, Technical Readiness Guides, Pearson Access<sup>next</sup> User Guides, and all supporting ACT technical resources.
7. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
8. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
9. I will not allow any unauthorized person to access the test materials.
10. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
11. I will not disclose individual student test scores or test performance data to unauthorized persons.
12. 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.
13. I understand the importance of student privacy and ensure that any reference to WISE IDs distributed for the purpose of logging onto the test are kept secure and destroyed immediately after testing.

<i>Signature</i>		<i>Date</i>
<i>Name</i>	<i>Job Title</i>	
<i>District (and School if appropriate) Name</i>		