

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 Room Supervisors and Proctors 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 and the PreACT Secure Test Administration Manuals. 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 trainings for the ACT and PreACT Secure Assessments.
2. I have reviewed and understand the Test Security Manual and the Accessibility Support Guides for the ACT and PreACT Secure.
3. I will: read the ACT Test Administration Manuals; use the ACT assessment testing resources; and follow the appropriate ACT testing procedures.
4. I will: read the PreACT Secure Test Administration Manuals; use the PreACT Secure assessment testing resources; and follow the appropriate PreACT Secure testing procedures.
5. I have read and understood the ACT Prohibited Behaviors at the Test Center and the ACT Calculator Policy.
6. I will read and abide by ACT's Relatives Policy and Athletic Coaches Policy contained in the ACT and PreACT Secure Test Administration Manuals, and I will ensure that current testing staff guidelines are followed.
7. I will adhere to the accommodations listed therein for students with IEPs, Section 504 Plans, or ELLs.
8. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
9. I will not use test items or any of the information contained in the assessment to review/prepare students for a test.
10. I will not allow any unauthorized person to access the test materials.
11. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
12. I will not disclose individual student test scores or test performance data to unauthorized persons.
13. I will check testing rooms prior to the beginning of test administration to ensure that no specific information is displayed in the room during the test administration.
14. 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.
15. I understand the importance of student privacy and ensure that any reference to WISE IDs is kept secure.

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