

School Assessment Coordinator Confidentiality Agreement



WISCONSIN FORWARD EXAM AGREEMENT TO MAINTAIN CONFIDENTIALITY

The Wisconsin Forward Exam is a secure, proprietary test instrument with components copyrighted by DRC. 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 and Wisconsin educators must take every step to assure the security of these test instruments.

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 measurement/research/report data) related to the Wisconsin Forward Exam.

I acknowledge that I will have access to a secure assessment in the Wisconsin Forward Exam. I also acknowledge that I have read, understand, and agree to adhere to the Wisconsin Testing Code of Ethics (Appropriate Testing Practices) and the Wisconsin Forward Exam Test Security Policies. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I agree to complete each assessment's required training. I therefore pledge:

1. I have read and understood the Test Security Manual and the Accessibility Guide.
2. I will read the Test Administration Manual, use the testing resources available on the Wisconsin Forward Exam webpage and follow the appropriate testing procedures.
3. I will follow the procedures in the DRC INSIGHT Portal Guide.
4. I will train appropriate school staff on test administration and test security procedures.
5. I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials and/or test items.
6. I will not use test items or any of the information contained in an assessment to review/prepare students for a test.
7. I will not allow any unauthorized person to access the test materials.
8. I will not alter students' responses in any manner (indicate answers, point out rationale, prompt, etc.).
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will monitor test administrators/proctors and students to ensure that only references or tools specifically designated in test manuals or by accommodations are provided.
11. 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.
12. I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, and breach of contract, consequences may include 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 is kept secure.

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