

TEST SECURITY AFFIDAVIT FOR EXAMINERS AND PROCTORS

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST SECURITY AFFIDAVIT

I acknowledge that I will have access to the test for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the test to any other person through verbal, written, or any other means of communication.
- (2) I will not copy any part of the test or test materials unless necessary to administer the test.
- (3) I will keep the test secure until the test is actually distributed to pupils.
- (4) I will limit access to the test and test materials by test examinees to the actual testing periods when they are taking the test.
- (5) I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
- (6) I will not disclose the contents of, or the scoring keys to, the test instrument.
- (7) I will not review any test questions, passages or other test items with pupils before or after testing.
- (8) I will administer the test(s) in accordance with the directions for test administration set forth in the contractor's manual for test administration.
- (9) I will return all test materials to the designated California English Language Development Test site coordinator upon completion of the test.
- (10) I will not interfere with the independent work of any pupil taking the test and I will not compromise the security of the test by means including, but not limited to:
 - (A) Providing pupils with access to test questions prior to testing.
 - (B) Copying, reproducing, transmitting, distributing, or using in any manner inconsistent with test security all or any portion of any secure California English Language Development Test booklet or document.
 - (C) Coaching pupils during testing or altering or interfering with the pupil's responses in any way.
 - (D) Making answer keys available to pupils.
 - (E) Failing to follow security rules for distribution and return of secure tests as directed, or failing to account for all secure test materials before, during, and after testing.
 - (F) Failing to follow test administration directions specified in test administration manuals.
 - (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.

Signed: _____

Print Name: _____

Position: _____

School: _____

School District: _____

Date: _____