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Office of Public Instruction  
Denise Juneau, Superintendent

## Test Security Agreement for School Principals/ Authorized Representatives

### Test Security Agreement for School Principals/Authorized Representatives MontCAS, Phase 2 2009 CRT and CRT-ALT

The undersigned is a principal or authorized representative for a school participating in the CRT or CRT-ALT assessment(s) and is responsible for insuring that school personnel who handle testing materials and/or administer the assessment(s) have received appropriate training regarding testing security and test administration.

The Montana Comprehensive Assessment System (MontCAS), Phase 2 requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the School Principal/Authorized Representative, I certify that I have received training/information in test security. I further certify that before handling test materials or administering the CRT and/or CRT-Alternate, all educators in my school involved with these assessments were provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials. The training of educators included:

1. Distributing *Test Security Information for Teachers* to each educator involved in these assessments.
2. Training on test security, handling of test materials, test administration, accommodations, and calculator use.
  - Keeping testing materials secure;
  - Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, reading passages, or performance tasks;
  - Following procedures for materials handling and test administration outlined in the *Test Coordinators Manual*, *Test Administrator Manuals*, *OPI Accommodations Manual*, and *OPI Test Security Guidelines*;
  - What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
3. Information that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and that a security breach could invalidate student scores and impact AYP determination (s).

**Key information to be given to test administrators regarding test security and administration is on the reverse side of this document.**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
School and System

\_\_\_\_\_  
Signature

**Please return this signed agreement to Measured Progress in one of the boxes of your school's used Student Response Booklets. Thank you.**

It is appropriate that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials.

The following list includes key information about test security and test administration:

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- In the testing classroom:
  - o What constitutes coaching?
  - o What materials can and cannot be displayed in the testing classrooms?
  - o How to administer the tests with accommodations?
- Follow procedures for materials handling and test administration outlined in the *Test Coordinators Manual* and the *Test Administrator Manual*. Copies of the appropriate manual are provided by the system or school test coordinator.
- Procedures in the *OPI Accommodations Manual* and *OPI Test Security Guidelines* must be followed.
- What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
- All manuals and training PowerPoints for 2009 are on the OPI Website at the following link:

<http://www.opi.mt.gov/Assessment/Phase2.html>