

# AFFIRMATION OF TEST SECURITY

## NECAP SCIENCE ASSESSMENTS

[SCHOOL TEACHER/STAFF COPY]

May 2012

**Directions:** This form must be read and signed **before test administration begins** by **all staff** who administer the NECAP State Assessments or otherwise come into contact with test materials. This copy is to be retained by the person signing this affirmation.

The Rhode Island State Assessment Program, using the NECAP Science Assessments, measures and reports the educational performance of all enrolled students in grades 4, 8 and 11, and provides summaries at the school, district, and state levels. To do this with validity, accuracy, and fairness, all educational and support staff who handle test materials are expected to comply with the following Test Security Expectations:

- 1) Prior to testing, between test sessions, and after testing has been completed, all test booklets, answer booklets, and inquiry task booklets and kit materials (grades 4 and 8) must be stored in a locked and secure area which shall be the responsibility of the school principal to supervise. Inquiry task booklets and task kits of materials, provided for grades 4 and 8 only, must also be secured under the same conditions.
- 2) Only persons explicitly designated to administer tests to students, to provide special codes to test booklets, or otherwise to handle (e.g., distribute or package) test booklets, answer booklets, inquiry task booklets or kit materials for the inquiry task may have, at any time, possession of a test booklet or answer booklet or inquiry task materials.
- 3) Students must never be exposed to test items, inquiry tasks, or kit materials prior to, between testing sessions, or following test administration. Prior to testing, between testing sessions, and following testing, staff must avoid exposing students in any way to any of the test questions or to the kits of materials (grades 4 and 8), and avoid sharing the test questions in any way with any persons. *This does not prohibit the use of released items and tasks, released kit materials and practice tests which are specifically designated as sample or practice materials.*
- 4) Teachers/test administrators (TAs) should not look through test booklets or answer booklets prior to testing. The **ONLY** exception to this rule is for **Grade 4 teachers/TAs**, who may examine the NECAP Science Session 3 **Inquiry Task booklet and materials** prior to administering this session of the science test. RIDE is allowing this exception to ensure adequate preparation of teachers/TAs to properly administer the 4<sup>th</sup> grade inquiry task. RIDE encourages school testing coordinators to conduct a “dry run” of the hands-on inquiry task with 4<sup>th</sup> grade teachers/TAs. The purpose of this dry run is to foster understanding of how to properly set up the materials and also to familiarize teachers/TAs with the task procedure students will be following. NOTE: Dry runs are to be held *before* test administration begins and should be done in conjunction with teacher/TA training to administer the NECAP science test. Only teachers/TAs should participate in the dry run.
- 5) Photocopying, hand copying or otherwise reproducing (such as taking a picture) **ALL OR ANY PART** of test booklets, answer booklets or inquiry task booklets is **STRICTLY PROHIBITED**. All assessments are to remain secure throughout all phases of the testing process.
- 6) All test booklets, answer booklets, and inquiry task booklets for the NECAP Science Assessments are numbered and must be returned following the completion of testing.
- 7) All persons are **STRICTLY PROHIBITED** from providing students with the answers to test items or inquiry tasks at any time before, during, or after test administration has been completed. This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.
- 8) Using test items and inquiry tasks in any form (including rewording actual test items) during the testing process is strictly prohibited.
- 9) Responses to test items and inquiry tasks must represent the student’s own independent and unaided thinking and must remain unchanged after test administration is complete. **All persons are STRICTLY**

**PROHIBITED from changing or editing students' answers to test items or inquiry tasks, either by providing hints or clues to wrong or incomplete answers during test administration or by erasing or correcting wrong or incomplete answers, or provided in other ways, by the student.**

- 10) During the test administration, Test Administrators should monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and to avoid involvement in paperwork or any other activity that distracts from proctoring.
- 11) Teachers are not to attempt, formally or informally, to score answer booklets or inquiry task booklets for any NECAP assessment. Scoring is the responsibility of the test contractor.
- 12) Use of test materials at times and for purposes other than those approved by the Rhode Island Department of Education is **STRICTLY PROHIBITED**.
- 13) All personnel who handle test materials are expected to read and follow the test administration and security instructions and procedures provided by the Rhode Island State Assessment Program for the NECAP Science Assessments.
- 14) No staff person shall knowingly engage in activities that will adversely affect the validity, reliability, or fairness of the tests used in the Rhode Island State Assessment Program.
- 15) Proper test administration and the return of all test booklets, answer booklets, and inquiry task booklets will be acknowledged in writing to the school principal.

### **Assessment Security Notice**

Each assessment instrument in the Rhode Island State Assessment Program is procured and disseminated to local school districts by the State of Rhode Island under the authority of the Commissioner of Elementary and Secondary Education and the Board of Regents for Elementary and Secondary Education. The assessment booklets are the property of the State of Rhode Island and may not be retained by school personnel. These assessments may not be copied or reproduced in any way. All test booklets, answer booklets, inquiry task booklets (grades 4 and 8), and all drafts must be returned as directed by the State of Rhode Island Department of Education at the close of test administration. Reproducing or copying the NECAP Science Assessments is a violation of the assessment security procedures established by the States of Rhode Island, New Hampshire and Vermont.

It is the position of the Rhode Island Department of Education that reproducing, copying or retaining these assessments, or any other compromise of the security of assessment instruments, constitutes unprofessional conduct which could lead to the suspension or revocation of your certification. Under R.I.G.L. 16-11-4 certificates may be revoked "for cause."

All school staff who administer the NECAP Science Assessments and support staff who handle test materials are required to sign an affirmation that they understand test security expectations. Furthermore, district testing coordinators and principals are required to sign an affirmation providing assurances that, to the best of their knowledge, the test security procedures have been followed; that no retention of test booklets or answer booklets or inquiry task booklets (grades 4 and 8) has occurred; and that test administration guidelines and procedures set forth in the *Principal/Test Coordinator Manual* have been followed and specifically noting any exceptions or problems. Should such affirmation and assurances be intentionally false, submission of the affirmation may constitute submission of a false document to a public agency in violation of R.I.G.L. 11-18-1. Any violation may also constitute cause for the suspension or revocation of your certificate under R.I.G.L. 16-11-4.

*I affirm that I have read and understand these Test Security Expectations and the consequences if the test security expectations are violated.*



Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Grade: \_\_\_\_\_