

AFFIRMATION OF NECAP TEST SECURITY

The Rhode Island Department of Elementary and Secondary Education (RIDE) uses the NECAP State Assessments to measure and report the educational performance of all enrolled students in grades 3–8 and 11 and to provide summaries at the school-, district-, and state-levels. To do this with validity, accuracy and fairness, all educational and support staff that handle—or otherwise have access to—NECAP test materials are expected to comply with the following **TEST SECURITY EXPECTATIONS**:

- **Prior to testing, all** personnel who handle—or otherwise have access to—secure test materials must read and understand the *Test Security Expectations* and the consequences if any expectations are violated and then to sign an *Affirmation of Test Security* acknowledging having read and understood these expectations.
- Prior to testing, **all** personnel who are assigned secure test materials and who will administer NECAP tests in whole or in part are expected to read and follow the test administration and security instructions and procedures provided by RIDE for the NECAP assessments.
- Only persons **explicitly designated** to administer tests to students, to provide special codes to test booklets, or to otherwise handle (e.g., distribute or package) test booklets or answer booklets may have—at *any* time—possession of or access to a test booklet or answer booklet.
- Prior to testing, no one is allowed to look through or otherwise review the contents of test booklets.
- Prior to testing, between test sessions (*unless administering sessions back-to-back*), and after testing has been completed, all test and answer booklets must be stored in a secure and locked area.
- Prior to testing, between testing sessions, and following testing, staff must avoid exposing students in any way to any of the secure test questions or sharing (e.g., talking about) them in any way with any person(s).
- Photocopying, hand copying or otherwise reproducing (such as taking a picture) **ALL OR ANY PART** of test booklets or answer booklets is **strictly prohibited**. All assessments are to remain secure throughout **all** phases of the testing process.
- Knowingly engaging in activities that will adversely affect the validity, reliability, or fairness of the tests used in the Rhode Island State Assessment Program is **strictly prohibited**.
- Use of secure test materials at times and for purposes other than those approved by the Rhode Island Department of Education is **strictly prohibited**.
- During test administration, teachers/test administrators should monitor students by frequently moving unobtrusively about the room. Teachers/test administrators are to devote **total attention** to students and to avoid involvement in paperwork or any other activity that distracts from actively proctoring.
- Responses to test items must represent each 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, either by providing hints or clues to wrong or incomplete answers during test administration or by erasing or correcting wrong or incomplete answers by the student, or by providing answers in other ways.**
- Teachers/test administrators are **not** to attempt—formally or informally—to score test items or answer booklets for any NECAP assessment. Scoring is the responsibility of the test contractor.
- All test booklets for the NECAP State Assessments are uniquely numbered and must be returned following the completion of testing. Teachers/test administrators are responsible for maintaining the security of all test materials assigned to them at all times until the completion of testing and all secure test materials have been accounted for and returned to the school test coordinator/principal.

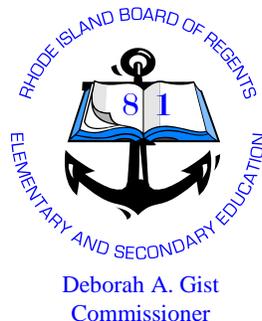
ASSESSMENT SECURITY NOTICE

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, and all scratch paper/answer drafts must be returned as directed by the State of Rhode Island Department of Elementary and Secondary Education at the close of test administration. Reproducing or copying any NECAP Assessment, in whole or in part, is a violation of the assessment security procedures established by the States of Rhode Island, Maine, New Hampshire and Vermont.

It is the position of the Rhode Island Department of Elementary and Secondary Education that reproducing, copying or retaining NECAP assessments—or otherwise compromising the security of these assessments—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 teachers/test administrators who administer the NECAP Assessments and all support staff who handle test materials are required to sign an affirmation that they understand test security expectations and violations consequences. 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 has occurred; and that test administration guidelines and procedures set forth in the *Principal/Test Coordinator Manual* have been followed and that any exceptions or problems have been specifically noted. 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, *which could 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 any expectations are violated.



Name (printed): _____

Signature: _____

Date: _____

School: _____

District: _____