

**2019 Florida Standards Alternate Assessment—Performance Task
Test Administration and Security Agreement**

**Florida Department of Education
Bureau of K-12 Student Assessment**

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the Test Security Statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. The Florida Test Security Statute and State Board of Education Rule are located in Appendix A of the procedural manual. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks prior to testing
- Copying the passages, test items, or performance tasks
- Interpreting test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Causing achievement of schools to be inaccurately measured or reported

All personnel are prohibited from examining or copying the test items and/or the contents of secure test materials. The security of all test content must be maintained before, during, and after the test administration. Please remember that after ANY administration, materials should be returned immediately to the school coordinator and placed in locked storage. Secure materials may not remain in classrooms or be taken out of the building overnight.

The use of properly trained test administrators and proctors decreases the risk of test invalidation due to test irregularities or breaches in test security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I understand that I must receive adequate training regarding the administration of statewide alternate assessments and must read the information and instructions provided in all applicable sections of the relevant test administration and procedural manuals, including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures, applicable to my role, outlined in the manual, Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Number and Name

Print Name

Date

Signature