



Test Administrator Prohibited Activities Agreement

It is important for you, as a test administrator of a statewide assessment, to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

I understand that before testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus (does not apply to hospital/homebound teachers)
- Copy, photocopy, scan, or photograph test content

I understand that during testing (including during breaks) I may not:

- Assist students in answering test items beyond the appropriate accommodations allowed in the administration of the assessment and utilized daily in classroom instruction
- Give students verbal cues (emphasizing the correct answer as it is read) or non-verbal cues (pointing at the correct answer)
- Rush students through the assessment
- Display or fail to cover visual aids (e.g., word lists, multiplication tables) that may help students
- Use my cell phone, check email, grade papers, or engage in other activities that could potentially distract students
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances while another student is being assessed
- Coach students during testing regarding test-taking strategies
- Administer the assessment to my family members

I understand that after testing I may not:

- Leave test materials unattended
- Remove test materials from the school's campus
- Change student answers
- Discuss the content of the test with anyone, including students or other school personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or post to social media sites (Facebook, Twitter, Snapchat, Instagram, etc.)

Although there is a requirement to read test items, you may not reveal, copy, or share the items, or use the test content during instruction after testing.

I acknowledge the information above and will not engage in any of the prohibited activities on this page.

Print Name: _____ Certification Number: _____

Signature: _____ Date: _____

Return this agreement to your school assessment coordinator.