The DLM Assessment provides opportunities for flexible assessment administration. However, all DLM assessments delivered during the 2014 – 2015 school year are secure tests.

Maintaining the security of all test content and materials is crucial to obtaining valid results from the DLM assessment. Because you are involved in the administration of the DLM English Language Arts and Mathematics assessments, it is important for you to know that the activities on the following list threaten the integrity of the test and are prohibited. Engaging in such activities may result in an investigation, suppression of scores, and possible disciplinary action.

This form must be signed by all individuals involved in or present during the administration of the DLM English Language Arts and Mathematics assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood.

Test administrators and other educational staff who support DLM implementation are responsible for following the DLM test security standards:

1. Assessments (testlets) including test stimuli, test items, and student responses are not to be stored or saved, in whole or in part, on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Educators are encouraged to use resources provided by DLM, including practice activities and released testlets, to prepare themselves and their students for the assessments.
4. The content of the assessments may not be discussed with anyone, including but not limited to students, parents or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
5. Test items or student responses may not be scored either formally or informally except where explicitly allowed as described in the Test Administrator Manual.
6. Any person with access to test content or the testing environment will not engage in any activity that will adversely affect the validity, reliability, or fairness of the test(s).
7. Those who violate the DLM test security standards may be subject to their state's regulations or state education agency policy governing test security.

Questions about security expectations should be directed to your District Assessment Coordinator.

\_\_\_\_ I have read this security agreement and agree to follow the DLM test security standards.

 First Name (print) Last Name (print)

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Signature Date