Security Agreement
Spring 2015 CMAS and CoAlt: Science and Social Studies

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS and CoAlt: Science and Social Studies assessments. The security of all test materials must be maintained before, during, and after test administration. Because you are involved in the administration of the CMAS and CoAlt: Science and Social Studies 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 the administration of the CMAS and CoAlt: Science and Social Studies assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood.

District Assessment Coordinators
- I have completed all CMAS and CoAlt training as provided by CDE and Pearson.
- I will read the *CMAS and CoAlt: Science and Social Studies Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a district security plan.
- I will provide training to all Student Enrollment (Data) personnel, DTCs, and SACs in my district in regard to test security, administration policies, and procedures.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the *CMAS and CoAlt: Science and Social Studies Procedures Manual.*
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt: Science and Social Studies Procedures Manua*l, to CDE.

Student Enrollment (Data)
- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the *CMAS and CoAlt: Science and Social Studies Procedures Manual* and maintain all identified security measures and administration policies and procedures, as they apply to my role.

District Technology Coordinators
- I have completed all CMAS and CoAlt training as provided by CDE and the DAC.
- I will read Section 12 of the *CMAS and CoAlt: Science and Social Studies Procedures Manual* and maintain all identified security measures and administration policies and procedures.

School Assessment Coordinators
- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read Section 11 of the *CMAS and CoAlt: Science and Social Studies Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a school security plan.
- I will provide training to all CMAS Test Administrators and CoAlt Test Examiners in regard to test security, administration policies, and procedures.
- I will not remove secure test materials from the school's campus unless returning the materials to the DAC.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the *CMAS and CoAlt: Science and Social Studies Procedures Manual* and as determined by the district.
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt: Science and Social Studies Procedures Manua*l, to the DAC.

CMAS Test Administrators and CoAlt Test Examiners
- I have completed all CMAS Test Administrator or CoAlt Test Examiner training as provided by the SAC.
- I will maintain security measures and administration policies and procedures identified in the CMAS Test Administrator Manual, or the CoAlt Examiner's Manual.
- I will not download any part of the assessments, unless an assistive device that requires downloading content is used for a student with an approved accommodation. In this rare situation, the content must be securely removed from the device immediately after the student completes the assessment.
- I will not remove secure test materials from the school's campus.
- I will remove or cover prohibited visual aids in the testing environment, and configure the room to prevent a student from viewing another student's test materials or computer screen.
- I will not leave test materials unattended or fail to keep test materials secure when in my possession.

- I will not explain or read sources or test items to students. (Exception: Reading is allowed if administering an oral script accommodation or CoAlt assessment.)
- I will not coach students (e.g., give students verbal or non-verbal cues) during testing, or alter or otherwise interfere with students' responses in any way.
- I will not engage in activities that will result in lack of supervision of students at any time (e.g., use a cell phone or other prohibited electronic device (unless for purposes of communicating with SAC or DTC), check email, grade papers), including leaving students unattended at any time during the test session.
- I will not allow students to communicate with each other in any way or cause disturbances at any time during the test session.
- I will not allow students to use cell phones or other prohibited materials and electronic devices (e.g., smartphones, iPods, eReaders) at any time during the test session.
- I will not encourage students to finish any test section early.
- I will not provide students with more time than is allotted for testing (except for students who have an accommodation for extended time listed in their approved IEP, 504, or EL plan).
- I will collect, inventory, and follow all secure chain of custody requirements as determined by the school/district.
- I will not actively read, view, or comment on student responses (except when viewing student responses for accommodation purposes, such as scribing or transcription).
- Some CMAS accommodations require Test Administrators, and all CoAlt Test Examiners, to view and read test content, and/or transcribe student responses. If I am administering such an accommodation or the CoAlt assessment, I will not disclose any test content that I view while providing these accommodations.
- I will report testing irregularities or security breaches, as specified in the *CMAS Test Administrator Manual* or the *CoAlt Examiner's Manual,* to the SAC.

All individuals involved in CMAS and CoAlt: Science and Social Studies administration
- I will not actively read or view the assessment items or content before, during, or after testing except if necessary to administer the oral script accommodation or CoAlt assessment.
- I will not copy or otherwise reproduce **any part of** secure test materials including test stimuli, test items, and student responses or save any part of the assessments.
- I will not discuss the content of the assessments with anyone, including students or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
- I will not score—formally or informally—test items or student responses.
- I will not engage in any activity that will adversely affect the validity, reliability, or fairness of the test(s).

I acknowledge the information above, pertaining to my role in the CMAS and CoAlt: Science and Social Studies administration, and agree to all of the statements associated with my role. I also acknowledge that a failure to abide by the terms of this agreement may result in serious consequences, as described above.

I acknowledge that I have read and will follow the "Test Security Protocols" section of the CMAS and CoAlt: Science and Social Studies Procedures Manual and/or the Test Administrator Manual or Test Examiner Manual (as they apply to my role).

In the spaces below, indicate your role(s) in the administration, print your name, sign, and date the form.

Role (check all that apply):

☐ District Assessment Coordinator   ☐ School Assessment Coordinator   ☐ Student Enrollment

☐ District Technology Coordinator   ☐ CMAS Test Administrator   ☐ CoAlt Test Examiner

☐ Other _____

First Name (print)	Last Name (print)
Signature	Date

DAC – Submit signed Security Agreement to colorado.forms@pearson.com.
DTC, SAC, Student Enrollment – Submit signed Security Agreement to your DAC.
CMAS Test Administrator, CoAlt Test Examiner – Submit signed Security Agreement to your SAC.
Signed Security Agreements will be maintained by the district/school for three years.

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