

# Test Security Staff Assurance Report — Prior to Testing

## Washington Comprehensive Assessment Program (WCAP)

All persons having direct or indirect access to secure test material are prohibited from duplicating, transmitting, or by any means disclosing secure test content, including, but not limited to, test questions, passages, or performance tasks and/or the contents of students' online tests or test/answer booklets, unless specifically authorized to do so by OSPI. The security of all state assessment materials must be maintained before, during, and after each testing session. **RCW 28A.635.040**, **RCW 42.56.250**, and **WAC 181-87-060** provide descriptions of the penalties for the unauthorized review, use, or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration.

### Prohibited activities include, but are not limited to:

- Reviewing and/or revealing secure test content;
- Copying secure test content;
- Developing or knowingly using instructional resources derived from secure test content;
- Assisting students with the interpretation of test questions, passages, or tasks;
- Changing, altering, or otherwise interfering with student responses;
- Copying or reading student responses; or
- Leaving secure assessment materials in an unsupervised or non-secure location.

If any of the above activities need to be provided as a stipulated accessibility feature, Test Administrators (TAs) are permitted to provide the accessibility feature, if consistent with the *Guidelines on Tools, Supports, & Accommodations* for state assessments, located at <http://wa.portal.airast.org/>

**Administrations:**  ELPA21 Screener  Smarter Balanced  WCAS  WA-AIM  ELPA21 Annual  WIDA

**School/Site Name:** \_\_\_\_\_

\_\_\_\_\_ School 4-digit code

This form is to be completed by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All "NO" responses to questions below must be explained and reported to your School Test Coordinator (SC).

The first page of this form must be signed after training and before testing, the second page must be signed after testing has been completed. Submit the full completed and signed form to your SC.

**Yes No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Were you trained in test administration, security procedures, and reporting requirements?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Did you review and understand the training materials, Test Administration Manual and TA Script of Student Directions? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you understand your school's Test Security and Building Plan "chain of custody" for all assessment material?       |

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I will not read, reveal, or disclose information about secure test content and I will not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

\_\_\_\_\_  
Staff member name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Submit both pages of this original form (completed/two signatures) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at school or district and available for audit according to district retention policy.*

# Test Security Staff Assurance Report — Post Testing

## Washington Comprehensive Assessment Program (WCAP)

This form is to be completed at the end of testing by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All "NO" responses must be explained below and reported to your School Test Coordinator (SC). Submit the completed form with signature to your SC at conclusion of testing.

Immediately alert your SC of any testing incident or security breach. The SC must consult with the District Assessment Coordinator as soon as an incident is discovered, or suspected, for guidance regarding investigation and possible score invalidations.

**Use the space below to note incidents, if any.**

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Attachments (submit any additional sheets and/or documentation with this report)

**Yes    No    NA \***

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you follow your school's Test Security and Building Plan (TSBP) "chain of custody" for all assessment materials?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you always keep secure assessment materials in a locked, limited-access storage area?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did all testing occur during your school's district approved testing schedule?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were students provided access to tools, supports, and accommodations, as documented?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were materials that might help students answer assessment questions covered or removed from the testing environment, as described in the TAM?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If assistive technologies were used, were student responses transcribed into a standard form test booklet or the Data Entry Interface (DEI), and was secure information deleted from computer/network?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Did you check out and check in test materials to students, account for and return all secure materials to your SC as described in your school's TSBP? This includes all ancillary papers (i.e., scratch and graph paper, glossaries, and test tickets) distributed during the testing sessions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you reported all test or security improprieties, appeals, and incidents to your SC?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have you submitted signed/annotated Roster to the SC, if applicable?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all secure assessment materials been returned to your SC? This includes ancillary papers, test tickets, test/answer booklets, Braille and large print booklets, WCAS secure paper/pencil script, and ELA listening transcript.   |

\*Not applicable (NA)

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I did not read, reveal, or disclose information about secure test content and I did not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

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Staff member name (please print)

Signature

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Date

*Submit both pages of this original form (completed/two signatures) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at school or district and available for audit according to district retention policy.*