

## BUILDING TEST COORDINATOR AGREEMENT FORM

The Building Test Coordinator acknowledges that:

1. All Ohio state tests are secure tests (except Ohio Diagnostic Tests and practice tests, released tests and practice tests)
2. Procedures shall be implemented to ensure maximum test security
3. Training on Revised Code 3301.0710 State Board Policy on Test Security has been provided to all Test Administrators prior to the test administration
4. Training on Ohio Administrative Code (OAC) Rule 3301-13-05 Rule on Test Security has been provided to all Test Administrators prior to the test administration
5. Training on Ohio Administrative Code (OAC) Rule 3301-7-01 Standards for the Ethical Use of Tests has been provided to all Test Administrators prior to the test administration
6. Training on the District's security policy, including possible consequences of test security violations, has been provided to all Test Administrators prior to the test administration
7. Copies of the Rules Book are available and access to information has been provided to all Test Administrators prior to the test administration
8. Copies of the Guidelines and Procedures for Test Security have been provided to all Test Administrators and reviewed prior to test administration
9. Test security or the accuracy of the test data score results will not knowingly be violated in any manner
10. Student test scores or test performance data shall not be disclosed to unauthorized persons
11. Any breach of security, loss of materials, or other deviation from acceptable security and administration procedures shall be reported immediately to the District Test Coordinator
12. The signed Test Procedures Agreement for each Test Administrator has been collected and retained
13. Secure test materials shall not be released to the school before the signed Test Procedures Agreement has been collected from each Test Administrator

**I have read, understand, and with my signature agree to comply with statutory and regulatory (OAC) requirements, requirements stated in the Rules Book, and the Guidelines and Procedures for Test Security. I also understand that I must return this signed agreement to the District Test Coordinator before test booklets/materials are released to the school. By signing this form and returning it to the District Test Coordinator, I verify that the above conditions have been met.**

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Building Test Coordinator Signature

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School

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Date

[Adoption date: January 10, 2017]