



WAKE COUNTY PUBLIC SCHOOL SYSTEM

2018-19 SCHOOL TESTING PROCTOR VOLUNTEER TESTING PROCTOR TEST SECURITY AGREEMENT

I acknowledge I will have access to secure assessments and test materials for the purpose of supervising test administrations. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the assessment to any other person through verbal, written, or any other means of communication.
- (2) I will not study, review, or copy any part of the test items or test materials at any time. (unless given permission to do so by the Testing Office Senior Director or designee.)
- (3) I will assist the Test Administrator by ensuring that the assessment is kept secure until the test is actually distributed to the students or until the computer program is prepared for the assessment, whichever means is used for delivery of the assessment.
- (4) I will assist the Test Administrator by monitoring the test administration quietly without disturbing the students.
- (5) I will assist the Test Administrator with the distribution and collection of test materials as requested prior to and following each examination and will ensure that students are not permitted to remove assessments or test materials from the room where testing takes place.
- (6) I will not review any test questions, passages, or other test items with students before, during, or after the examination.
- (7) I will not coach, assist, distract students or make any gestures to indicate approval or disapproval of student responses to the testing items.
- (8) I will not interfere with the independent work of any student taking the examination and I will not compromise the security of the examination by any means including, but not limited to:
 - (A) Providing students with access to assessment questions prior to testing.
 - (B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure assessments or test materials.



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- (C) Coaching students during testing or altering or interfering with students' responses in any way.
- (D) Failing to follow test administration directions specified in test administration manuals and in the NC Testing Code of Ethics.
- (E) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this Agreement and/or in any testing manuals, including, but not limited to, the Proctor Manual.

(9) I will monitor the assessment in accordance with the directions for monitoring testing as set forth in the Proctor Guide and in the NC Testing Code of Ethics.

(10) I understand, if an employee of the school system, that failure to abide by the provisions in this document and the North Carolina *Testing Code of Ethics* could subject me to disciplinary action up to and including dismissal.

(11) I understand, if a volunteer, that failure to abide by the provisions in this document and the North Carolina *Testing Code of Ethics* could subject me to being permanently removed from the approved Volunteer List as established by the school system.

I have been trained to proctor the assessment(s) to be given during this testing period.

Signed: _____

Print Name: _____

Position: _____

School: _____

Home Address if a volunteer: _____

Date: _____