TEST SECURITY POLICY

Failure to follow security procedures promulgated by the Alabama State Board of Education and published in the Alabama State Board of Education, State Department of Education, Administrative Code (290-040-020-.04), the Student Assessment Handbook, and the test administrator’s manuals may result in disciplinary action by the local board of education and/or revocation of the teaching certificate by the Alabama State Department of Education. The following list, although not exhaustive, has been provided to identify specific actions which are inappropriate and violate, in spirit and intent, the stated policy:

1. To photocopy or in any way reproduce or disclose secure test items (including pilot materials) or student responses before, during, or after administering the assessment.

2. To review, read, or look at test items or student responses before, during, or after administering the assessment, unless specifically permitted in the test administrator’s manuals.

3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.

4. To alter student responses on answer documents.

5. To alter the test procedures stated in the test administrator’s manuals.

6. To allow students to use notes, references, or other aids unless the test administrator’s manual specifically allows.

7. To have in one’s personal possession secure test materials except during specified testing dates.

8. To allow students to view or practice secure test items before or after the scheduled testing times.

9. To make or have in one’s possession answer keys for secure tests.

10. To leave secure test materials in nonsecure locations and/or unattended by professional staff.

11. To fail to report a test security violation.

By signing my name to this document, I certify that I have read the above policy and agree to abide by established test security procedures.

_________________________________  ___________________  __________
NAME  POSITION  DATE
The Alabama Department of Education provides educational data through the World Wide Web system as it relates to student assessment. This data system contains confidential information about students including test scores and other personal information. This system is password protected and requires a user ID and an assigned password for access. The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, system, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA).

An official as defined in the law is a person employed by the state, system, or school such as an administrator, supervisor, system test coordinator, building test coordinator, or principal. It is a requirement that this person be a full-time employee and has a legitimate educational interest. This person has a legitimate educational interest if he/she needs to review an educational record in order to fulfill his or her professional responsibility. Curiosity does not qualify as a right to know.

School officials who are granted a password to this system must abide by FERPA law. Disclosure of passwords to anyone other than an authorized official(s) is prohibited and may result in disciplinary action.

For more information on FERPA, see the U.S. Department of Education’s Web page at http://www.ed.gov/offices/OM/fpco/ferpa/.

I hereby certify that I will maintain the confidentiality of student data accessed through this data system, and I will not share the password with unauthorized individuals.

If I leave the position that allowed me access to this data system, I will neither access nor disclose any data previously accessed through this system. To do so would be in violation of federal law and state directives.