

## STANDARDS OF LEARNING (SOL) ASSESSMENTS

### 2014-2015 SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT

The *School Division Personnel Test Security Agreement* that follows should be read and understood by all school division personnel. All individuals who may be exposed to secure test items and those involved in the administration of Virginia Standards of Learning (SOL) Assessments (including but not limited to Examiners, Proctors, Interpreters and Scribes) **MUST** read, understand, and agree to adhere to the following:

1. Students must never be exposed to unreleased (secure)<sup>1</sup> test items (except while completing an official SOL test attempt) or exposed to answers to secure test items. **Using secure test items in any form (including reworded test items) at anytime is a violation of test security.** If in doubt whether test items are secure, contact your Division Director of Testing for assistance.
2. All persons are prohibited from providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include but are not limited to the following: providing clues or hints, providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses, permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.) or using voice inflection, facial gestures, pointing, gesturing, tapping or other actions to indicate a response or accuracy of a student's response.
3. Examiners should be in possession of secure test materials only on the day they are administering a test and only for the specific test being administered. For the paper/pencil SOL *Writing* tests only, Examiners are not permitted to open sealed packages of prompts more than 30 minutes before the administration of the short-paper component.
4. Reading or reviewing any part of a secure test (e.g., test items, answer options, passages, pictures, diagrams, charts, maps, etc.) before, during, or after the test administration is a violation of test security unless an Examiner is reading the test items as part of an accommodation (e.g., read-aloud, interpretation/transliteration, etc.) or is reviewing the test items in preparation for providing that accommodation.
5. Any Login IDs and passwords issued for the administration of Virginia SOL Assessments are secure and must remain confidential.
6. Logging into or navigating throughout a secure online test by anyone except the student whose name appears on the Student Authorization Ticket is a violation of test security. Any exceptions to this must first be authorized by the Virginia Department of Education through the Division Director of Testing.
7. Capturing **ALL OR ANY PART** of a secure test **is a violation of test security.** Prohibited actions include but are not limited to copying, photographing, recording, outlining, or summarizing test content or details regarding the secure test content. Any exceptions to this must first be authorized by the Virginia Department of Education through the Division Director of Testing.
8. All SOL tests must be administered strictly in accordance with the instructions provided in the SOL test manuals. This includes but is not limited to adhering to procedures for the handling, distribution and use of test materials and test manipulatives, adhering to specific requirements associated with test accommodations (e.g., read-aloud accommodation, dictation to scribe, etc.), and reading all SOL test directions to students exactly as written. SOL test directions must not be paraphrased, altered, or expanded without prior authorization from the Virginia Department of Education through the Division Director of Testing unless the Examiner's manual allows flexibility in providing specific directions.
9. Sample items are included at the beginning of each SOL test and are the only items on the SOL test that may be used with students to review, as directed in the Examiner's Manual, test item format and procedures for indicating responses. Students should also be provided with opportunities prior to the day of their test administration to become familiar with SOL test item formats and how to indicate responses. Resources such as SOL Practice Items are available for these purposes on the Virginia Department of Education Web site.
10. All persons are prohibited from attempting to formally or informally score secure SOL tests or individual test items. Prohibited actions include but are not limited to creating an answer key, reviewing or scoring a student's SOL item response or responses, reviewing or scoring student scratch paper, or tracking student performance on test items.
11. All persons are prohibited from altering, in any manner, student responses to secure SOL test items. Prohibited actions include but are not limited to erasing or deleting student responses, changing student responses, or providing responses to items left unanswered or partially unanswered.

<sup>1</sup> SOL test items remain secure before, during, and after all test administrations until such time that the Virginia Department of Education publishes the test item on its Web site as released. The end of a test administration does NOT indicate secure SOL test items are released.

<b>2014-2015 SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT</b>
--

**Complete the following prior to participating in any SOL test administration activities involving secure test materials for the Fall 2014 Grade 6 Mathematics Computer Adaptive Test Pilot**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to all elements of the *School Division Personnel Test Security Agreement* and the following:

1. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
2. I understand that if test security procedures are not followed, my license may be suspended or revoked and/or I may be assessed a civil penalty for each violation.
3. All known or suspected violations of SOL test security shall be reported to appropriate school division personnel or to the Virginia Department of Education. To contact the Virginia Department of Education to report a known or suspected violation, call student assessment staff at (804) 225-2102, fax details to (804) 371-8978, or mail details to Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

**Please be sure to sign and return the *School Division Personnel Test Security Agreement* to the appropriate test administrator before participating in any SOL test administration activities involving secure test materials.**

Signed:	Print Name:
Position:	Date:
School:	Division: