Testing Code of Ethics and Security Procedures
Test Administrator
2024-2025

It is important for you, as a test administrator of a TCAP assessment, to know that the following guidelines are to be strictly followed. A lack of or refusal to follow this guidance may result in an investigation, loss of teaching licensure, and/or prosecution for violation of the law. Please read the following list of responsibilities and sign your name on the signature line at the bottom of this form indicating that you understand these actions and their consequences.

The activities and actions listed below are <u>required</u> as a part of my role as a test administrator for TCAP assessments. These requirements apply to all TCAP assessments:

- o TCAP End Of Course
- o TCAP Grades 3-8
- o English Learners Proficiency
- o TCAP-Alt
- o Grade 2 optional assessment/Grade 2 Alt
- o Field tests
- o ACT and SAT

I understand that <u>before</u> testing on the days of the assessment, I am responsible for:

- Reviewing the Test Administration Manual (TAM) for the assessment, including all information on test security procedures and policies
- Signing the Test Administration and Security Agreement, and returning this document to my building testing coordinator
- Reviewing any documentation provided to me by my building testing coordinator
- Securing test materials and maintaining my presence with them once checked out from the designated secure location in my building
    - o Only test administrators can check out and deliver test materials to/from the testing environment
- Keeping all test materials on the school's campus (unless authorized to do so for off-site testing)
- Maintaining the integrity and security of the assessment by not reading, sharing (verbally and/or electronically), paraphrasing and/or reproducing any of the test booklet/answer sheet content. Reproduction includes (but is not limited to):
    - o Handwritten notes
    - o Photocopy
    - o Photographs

I understand that <u>during</u> testing (including during breaks) on the day(s) of assessment, I am responsible for:

- Maintaining the validity and security of the assessment by **<u>NOT</u>**:
    - o Reading test items as I monitor the room*
    - o Reading student responses or materials (e.g., test books, answer documents, computer screens) as I monitor the room
    - o Assisting students in answering test items
    - o Giving students verbal cues ("you may want to re-check number 7") or non-verbal cues (pointing at a specific item)
    - o Giving students more time than is allotted for the session*
    - o Encouraging students to finish early
    - o Allowing students to use cell phones or other electronic devices*, even if they have already submitted their tests, until all testing is complete
    - o Leaving the room and/or test materials unattended for any period of time
    - o Coaching students on test-taking strategies
    - o Administering or proctoring the assessment to family members
- Providing a testing environment that is comfortable to all students while still adhering to the expectations of state testing, which includes:
    - o Covering or removing visual aids (e.g., word lists, multiplication tables) that may help students
    - o Proactively arranging seating to deter students from talking or causing disturbances,
    - o Eliminating the use of any/all technical devices (computer/tablet/cell phone/smart watch) for any reason*
    - o Refraining from daily tasks during the testing session like checking email, grading papers, or other activities that will result in my attention not being on students at all times
    - o Assessing only the test/subpart that is scheduled for the day/testing time and not allowing the return to prior, completed test sections

I understand that after testing on the day(s) of assessment, I am responsible for:

- Returning materials immediately to the Building Testing Coordinator at the conclusion of the testing time and ensuring all materials are secured and accounted for
- Keeping all test material on the school's campus
- Maintaining the integrity and security of the assessment by not reading, paraphrasing, and/or reproducing any of the test booklet/answer sheet content. Reproduction includes (but is not limited to):
  - Handwritten notes
  - Photocopy
  - Photographs
- Maintaining the integrity and security of the assessment by not sharing (verbally and/or electronically), any of the test booklet/answer sheet content. Sharing includes (but is not limited to):
  - Electronic communication (email, text, social media, etc.)
  - Discussion with students or parents
  - Discussion with professional colleagues
- Notifying the Building Testing Coordinator of any student answer sheet that may require that person's attention
- Providing seating charts for my test administrations to the Building Testing Coordinator
- Reporting any observed testing security violation
  - Failing to report a test security violation is a test security violation

* except when providing accessibility features and/or accommodations as allowed in each test administration manual (TAM)

Proper test security as outlined by TDOE and the district include, but are not limited to, the items listed above.

This form must be signed prior to testing

I have reviewed and understand the testing code of ethics and security procedures and have been informed of the consequences for violating these procedures.

Printed Name: _____   Signature: _____

School: _____   Date: _____

Return this agreement to your Building Testing Coordinator

Signed forms should be kept on file by the Building Testing Coordinator for 12 months from the date signed.

Division of Assessment
Tennessee Department of Education