

New Jersey DLM Test Security Agreement 2014–2015
Assessment Coordinators, Technical Liaisons, and
Other School/District Level Administrators

This form is to be used for authorized staff acting as the assessment coordinator, technology liaison, and other administrators who may be assisting with the DLM in any capacity other than test administrator or support staff. These two roles have different test security agreements.

As an authorized DLM administrator, I understand that my role is strictly to ensure and support the proper administration of the DLM. I understand that I may not provide any assistance on the completion of the test, including but not limited to assisting students with test questions, tasks, and any other student work.

I agree not to view any secure DLM test materials, whether online, through a teacher-administered assessment, or under any other circumstance, unless an exception is noted below. I agree not to disclose either orally, electronically, or in writing, any information acquired during a brief observation of a test administration which occurred in the course of my DLM duties.

Exception to not viewing secure test materials:

- **If the technical liaison and/or assessment coordinator must view the materials while assisting in the resolution of a technology issue.**
- **When the assessment coordinator collects the student test tickets, TIPS pages, etc., for the purpose of destroying these materials.**
- **If the assessment coordinator must submit an irregularity report and needs access to student test tickets or TIPS pages.**
- **If a student or school has an emergency situation that requires the immediate presence of an administrator and which does not allow for the test administrator to exit the DLM system.**

I acknowledge that I will implement all DLM responsibilities as detailed in the NJ and DLM training materials, will ensure all necessary staff are trained and prepared to implement the DLM, and will ensure that no DLM testing will occur outside the DOE scheduled window of April 13 – May 15, 2015.

I agree to document the completion of all tasks, ensure the district has a detailed DLM plan for assigning back up test administrators, school actions when encountering a student, school, or district emergency, and the reporting of irregular test administrations. I also agree to train all staff on the prevention of test security breaches, and will report any detected security breaches immediately to the Office of Assessments.

I understand that it is my professional responsibility to ensure compliance with all Department of Education, district, school, and DLM test policies, and that failure to comply may result in professional and/or financial consequences including but not limited to: revocation of licensure and credentials, dismissal from employment, and/or any other disciplinary actions imposed.

By signing below I confirm that I understand and will adhere to all policies defined here and conveyed by the DLM NJ training materials, and that failure to adhere to the testing policies may invalidate a student's score, may result in a security breach, and that professional consequences may be imposed.

Signed: _____ Print Name: _____

Position: _____ Date: _____

School Name: _____ CDS Code: _____

Date of Training: _____

A signed copy of this form must be given to the District Assessment Coordinator prior to April 13, 2015. This blank form may be photocopied.