



2012–13 STAR Test Security Affidavit

**for Test Examiners, Proctors, Translators, Scribes,
and Any Other Person Having Access to the
STAR Computer-based Testing (CBT) Tryout for Science**

I, _____ acknowledge that I will have access to the STAR Computer-based Testing (CBT) Tryout for Science and test materials, for the purpose of administering the test(s).

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 tests to any other person through verbal, written, or any other means of communication.

Note: This includes, sharing or posting test content via the Internet without prior written permission of the California Department of Education.

- (2) I will not copy any part of the test(s) or test materials.

Note: This includes copying by digital means, photocopying (including enlarging) and recording without prior written permission of the California Department of Education.

- (3) I will keep the test(s) secure until the test(s) are actually distributed to pupils.

Note: Testing materials are required to be kept in central, locked storage except during actual testing administrations. Testing materials are required to be checked in and out each day from the STAR test site coordinator.

- (4) I will limit access to the test(s) and test materials by test examinees to the actual testing periods when they are taking the test(s).

Note: Only students who are testing and district staff participating in test administrations may be in the room where a test is being administered.

- (5) I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.

Note: After each testing period examiners should count all test booklets and answer documents before allowing any student to leave the testing room.

- (6) I will not review any test questions, passages, or other test items independently or with pupils or any other person before, during, or following testing.

Note: This includes any discussions between district staff for training or professional development whether one-on-one or in a staff meeting.

This form continues on the next page.

- (7) I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manual(s) prepared by the testing contractor.

Note: This includes "coaching" students (anything that may indicate correct or incorrect answers), or completing or changing students' answers on answer documents.

- (8) I will administer the test(s) in accordance with the directions for test administration and test administration manuals prepared by the testing contractor.

Note: The directions for test administration and the test administration manuals prohibit the unauthorized copying, sharing, or reuse of any test booklet, test question, or the answer document by any means. This includes, but is not limited to, copying by digital means, photocopying, recording, e-mailing, messaging (instant, text, or multimedia messaging service), using a camera/camera phone, and sharing or posting test content via the Internet without prior written permission of the California Department of Education.

- (9) I have been trained to administer the tests.

<i>By signing below I swear that I have completely read, understand, and shall abide by this affidavit.</i>	
Signed	Date
Printed Name	
Position	
School	
District	

This form may be photocopied.