

NON-DISCLOSURE AGREEMENT

Effective September 1–August 31 for school year: _____

The Minnesota Department of Education (MDE) initiates and coordinates various state testing programs required by Minnesota statutes. The design of these programs requires that the test items remain secure and applicable data privacy laws are followed.

To protect the security of the tests and their items, only authorized persons are permitted to view or listen to the test items. With the exception of items released by MDE, all test items, draft or final, are regarded as secure. Thus, they may not be printed, reproduced, photocopied, retained in either original or duplicated format, summarized in note format, discussed in any way, released or distributed to unauthorized personnel unless otherwise authorized by MDE pursuant to its *Procedures Manual*.

Authorized persons are required to abide by the appropriate manual(s) regarding the administration of the statewide testing programs and understand their obligations concerning the security and confidential integrity of the test(s) they are administering. These persons agree to safeguard secure test materials and limit access and/or secure login information to authorized persons only who are involved in administering the test(s).

All reports or other communications based on the authorized use of secure test materials must be reviewed by MDE prior to distribution or dissemination by the user. Permission for authorized use of secure test materials may be granted by MDE provided the user agrees to abide by the terms of that specific agreement.

Applicable federal and state data privacy laws must be followed by anyone who has access to student educational data including through reports provided by MDE or access to electronic systems provided by MDE or its service provider.

By accepting the terms of this non-disclosure agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District, and affirm that you are authorized by the District during the current academic school year to view secure test materials or student data related to the MDE test administrations and hereby agree to be bound by the terms of this agreement restricting the disclosure of said materials.

Violation of the terms of this agreement may result in financial and/or administrative consequences.

Name (printed)

Signature

Date

School Name

Work Telephone

District Name

Return this form to the District Assessment Coordinator. These forms are to be retained at the District for 12 months following the end of the current academic school year in case the Minnesota Department of Education requests an audit. This form must be signed prior to access to any MDE test item(s) or restricted material(s).