

2018 ACCESS for ELLs 2.0 Test Administration and Security Agreement
Florida Department of Education
Bureau of K–12 Student Assessment

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See the “Florida Test Security Statute” and the “Florida State Board of Education – Test Security Rule” located in Appendix A. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Interpreting or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Translating the reading passages into the student’s home language
- Translating test items orally or in writing into the student’s home language
- Providing dictionaries or translation devices for students to use during the test administration

If any of the above examples are allowable accommodations for students with current IEPs, Section 504 plans, or ELL plans, Test Administrators are permitted to provide allowable test accommodation(s) as described in the ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement.

All personnel are prohibited from copying the test items and/or the contents of student test books and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. Please remember that after ANY administration, initial OR make-up, materials must be returned immediately to the School Test Coordinator and placed in locked storage. Secure materials should not remain in classrooms or be taken out of the building overnight.

The use of untrained Test Administrators increases the risk of test invalidation due to test irregularities or breaches in security. Inappropriate actions by district or school personnel will result in further investigation, possible loss of teaching certification, and possible involvement of law enforcement agencies.

I, _____, understand that I must receive adequate training regarding the administration of statewide assessment and read the information and instructions provided in all applicable sections of the relevant test administration manual(s), including the Florida Test Security Statute and State Board of Education Rule. I agree to follow all test administration and security procedures outline in the manual(s), Statute, and Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.

School Name

School Number

Print Name of Test Administrator or School Coordinator

Print Title of Test Administrator or School Coordinator

Signature

Date