



## Test Administrator/Proctor Test Security Agreement

As a Test Administrator/Proctor for the eMPowerME Mathematics and ELA/Literacy assessment, I agree that:

1. I am familiar with the eMPowerME *Test Administration Manual*, and have participated in the *Test Security Webinar* and other *eMPowerME test-related webinars*.
2. I have viewed the Maine DOE Test Security Webinar.
3. I will comply with the *2018-2019 Maine Test Security Handbook*, and understand monitoring may occur to ensure that assessments are administered in accordance with established policies, and that there is no indication of test fraud or inappropriate exposure of secure test materials.
4. I will accordingly provide a secure test environment and securely handle printed materials.
5. I will report any potential test security incidents to the School Test Coordinator.
6. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
7. I understand that failure to comply with the security requirements described in the *Test Administration Manual*, *Test Security Webinar* and *Maine Test Security Handbook* may result in one or more of the following penalties:
  - delay in reporting of student, school, or SAU results,
  - invalidation of student, school, or SAU results, and/or
  - investigation by the Department of Education for possible certification action.

## Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the School Test Coordinator as needed. As a Test Administrator/Proctor, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

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I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_