



## 2014-15 Nebraska State Accountability Tests Building Principal Security Agreement

The school principal must read, sign via Echosign, and submit this Test Security Agreement before administering the 2015 Nebraska State Accountability Tests. The Test Security Agreement is due **October 31, 2014**.

Questions may be addressed to: [kim.snyder@nebraska.gov](mailto:kim.snyder@nebraska.gov)

I acknowledge that my school will have access to the Nebraska State Accountability Tests (NeSA) for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- 1 I will protect the contents of the test from any improper access.
- 2 I will handle test items or test booklets and answer sheets in accordance with security instructions. Copying or taking notes on any reading, mathematics or science test is not allowed. After students have completed their writing, NeSA-W tests may be printed for local scoring. Spanish translations may be reproduced for testing and CDs returned to Data Recognition Corp. (DRC) and copies destroyed.
- 3 I will carefully restrict access to the test materials to authorized persons.
- 4 I will assure students' responses are accurate reflections of their own work.
- 5 I will assure that students' answers to test items are their own and that no one offers any improper assistance to students.
- 6 I acknowledge that discussing with teachers or students, examining items, or answering any test questions contained in the assessment before, during, or after the administration of the test is a violation of test security.
- 7 For the NeSA online tests, I understand the usernames and passwords assigned to school personnel for the NeSA afford access to confidential student information are secure, and must remain confidential.

Please indicate your school district, the building(s) for which you are principal, and the grades in each building:

District: \_\_\_\_\_

Building Name: \_\_\_\_\_

Grades in building: \_\_\_\_\_

Building Name: \_\_\_\_\_

Grades in building: \_\_\_\_\_

Building Name: \_\_\_\_\_

Grades in building: \_\_\_\_\_

I am responsible for overseeing appropriate training for teachers, security, and testing procedures on the following Nebraska State Accountability (NeSA) assessments that are administered in my building:

- NeSA-Reading
- NeSA-AA Reading
- NeSA-Mathematics
- NeSA-AA Mathematics
- NeSA-Writing
- NeSA-Science
- NeSA-AA Science
- English Language Development Assessment (ELDA)

By my signature below, I certify that I have read the test security procedures and the procedures will be followed for the 2014-2015 Nebraska State Tests.

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

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