

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
TEST SECURITY AGREEMENT**

- (1) I will ensure that all test examiners are trained to administer the examination in compliance with the test administration manuals.
- (2) I will take all necessary precautions to safeguard all examinations and test materials by limiting access to persons within the school district with a responsible, professional interest in the examination's security.
- (3) I will not disclose, or allow to be disclosed, the contents of the examination.
- (4) I will keep on file the names of persons having access to test materials. All persons having access to the materials shall be required to sign the *California High School Exit Examination Test Security Affidavit* that will be kept on file in the school district office.
- (5) I will keep the test materials in a secure, locked location, limiting access to only those persons responsible for test security, except on actual testing dates as provided in 5 CCR, Division 1, Chapter 2, Subchapter 6.
- (6) I will not copy any part of the examination or test materials unless necessary to administer the examination pursuant to 5 CCR, sections 1215.5 or 1216.
- (7) I will not review test questions, develop any scoring keys, or review or score any pupil responses except as required by the test contractor's manuals.

By signing my name to this document, I am assuring that I will abide by the above conditions.

Signed: _____

Print Name: _____

Position: _____

School: _____

School District/Affiliation: Los Angeles Unified School District

Date: _____

This form may be photocopied.

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION TEST SECURITY AFFIDAVIT

I acknowledge that I will have access to the examination and test materials for the purpose of administering the examination. 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 examination to any other person through verbal, written, or any other means of communication.
- (2) I will not copy any part of the examination or test materials.
- (3) I will keep the examination secure until the examination is actually distributed to eligible pupils or eligible adult students.
- (4) I will limit access to the examination and test materials by test examinees to the actual testing periods when they are taking the examination.
- (5) I will collect and account for all materials following each examination and will not permit eligible pupils or eligible adult students to remove examinations or test materials from the room where testing takes place.
- (6) I will not review any test questions, passages, or other test items with eligible pupils or eligible adult students before, during, or after the examination.
- (7) I will return all test materials to the designated test site coordinator upon completion of the examination.
- (8) I will not interfere with the independent work of any eligible pupil or eligible adult student taking the examination and I will not compromise the security of the examination by any means including, but not limited to:
 - (A) Providing eligible pupils or eligible adult students with access to examination questions prior to testing.
 - (B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure examinations or test materials.
 - (C) Coaching eligible pupils or eligible adult students during testing or altering or interfering with the eligible pupils' or eligible adult students' responses in any way.
 - (D) Making answer keys available to eligible pupils or eligible adult students.
 - (E) Failing to follow security rules for distribution and returning of secure examinations and test materials as directed, or failing to account for all secure examinations and test materials before, during, and after testing.

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION
TEST SECURITY AFFIDAVIT (CONTINUED)**

- (F) Failing to follow test administration directions specified in test administration manuals.
- (G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.
- (9) I will administer the examination in accordance with the directions for administration set forth in the test contractor's manuals for administration of the examination.
- (10) I have been trained to administer the examination.

Signed: _____

Print Name: _____

Position: _____

School: _____

School District/Affiliation: Los Angeles Unified School District

Date: _____

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