



## **TEST PROCTOR**

### **Security Agreement: Statement of Assurance**

The content of the BACKstage assessment is confidential and must always be kept secure. Maintaining the security of test materials is critical to obtain valid results from the test. Accordingly, everyone authorized to administer the BACKstage assessment or has access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the applicable statements below.

#### **For Test Site Coordinators:**

I agree to protect the integrity of BACKstage test items. Therefore, I shall not share any knowledge about specific test items or divulge the nature of the test items, beyond the information provided to BACKstage examinees through the BACKstage landing page.

I will follow security policies and test administration protocols described in the BACKstage Assessment and Proctoring Guidelines (a.k.a. BACKstage Proctors Users Guide) to the best of my ability.

I will establish and carry out a BACKstage security plan.

I will provide training in the BACKstage test security, administration policies, and procedures to all individuals involved in test administration. If tests are being administered in a distant learning capacity, I will provide suitable training and protocol guidance following the distance learning guidelines found here and within state standards.

Additionally, I will report any and all testing anomalies to the designated BACKstage representative in a timely fashion as per the Proctoring Guidelines.

If an examinee needs to take the test outside of the dedicated window of dates for the pilot, I will administer the test and then contact my BACKstage representative to request reporting or grade information to be made available.

#### **For Host Site Test Coordinators, Technology Coordinators, Proctors, and Authorized Observers:**

I will not view test content or examinee responses except if necessary to administer certain accommodations.

I will not reproduce test content or examinee responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).

I will not reveal or discuss test content or examinee responses before, during, or after testing.

I will not engage in any activity that adversely affects the validity, security, or fairness of the test.

I will promptly report any testing irregularities or concerns (as specified in the BACKstage Proctors Users Guide).

I will follow the procedures as specified in the BACKstage Proctors Users Guide regarding testing.

**For Test Administrators and Proctors:**

I will supervise the testing room at all times and will not leave it unattended.

I will prepare the testing room so that no examinee can view another examinees' test material or computer screen and remove or cover inappropriate visual aids before testing.

I will supervise the examinees at all times and focus my full attention on the testing environment, and:

- I will not allow examinees to talk, pass notes, cause disturbance, or communicate with each other in any way during testing.
- I will not allow examinees to access cell phones or other non-approved electronic devices during testing.
- I will not allow examinees access to notes, books, or any instructional materials during testing.
- I will ensure that examinees provide answers that are strictly their own and do not participate in any form of cheating.
- I will not coach examinees in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the designated protocols for all testing materials.

Some testing accommodations require a Test Administrator to view, read, or transcribe test content of examinee responses. If I am administering such an accommodation, I will not disclose any test content that I view while providing the accommodation.

I have read the BACKstage Security Agreement / Statement of Assurance and understand my role in test administration. I hereby certify that BACKstage was administered under the standardized conditions articulated in the Proctors Users Guide, provided to your school, and available online at the BACKstage landing page of the USITT website.