

ADULT TRAINING and DEVELOPMENT NETWORK

Test Security Agreement July 1, 2005 – June 30, 2006

PLEASE PRINT

Program: _____

Director : _____ CDP Contact Person : _____

Address : _____

City, State : _____ Zip : _____ Phone : _____

Check the boxes that apply: **CCS/CASAS Assessment Materials (including Functional Writing Assessment Picture and Form Task Prompts)**
 Adult High School Credit Diploma Packet Materials

1. Program Director assumes the responsibility for safeguarding all restricted materials. Only staff designated by program director should administer tests. All program staff handling documents covered by this agreement are to adhere to all the conditions listed.
2. Restricted materials must be stored in a locked, fireproof file cabinet accessible to program director or to his/her designee(s) only. Restricted materials are not to be made accessible to general staff.
3. Staff will return all restricted materials immediately after use.
4. Completed answer sheets and all writing samples or forms must be treated as confidential until destroyed.
5. **No duplication of any test form is permitted for any reason.**
6. Inventory information concerning restricted materials will be supplied to the Connecticut State Department of Education upon request, e.g., for monitoring and review purposes.
7. Defaced restricted materials may not be destroyed and must be kept for inventory purposes. They may be returned to the Connecticut State Department of Education, Bureau of Early Childhood, Career and Adult Education.
8. Program Director must insure that there is a designated Program Facilitator available to staff for CCS/CASAS related questions and a Writing Contact Person for Functional Writing Assessment questions.

Restricted materials include:

1. All CASAS developed assessment materials
2. Answer sheets (which contain marks or responses)
3. All Adult High School Credit Diploma packets.

By signing, I agree to and will adhere to the above-mentioned stipulations related to test security.

Signature: Program Director Only

Date

A Capitol Region Education Council Program

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