**Sample Interim Assessment Test Security Agreement**

*SAMPLE for local use only—This form is optional and can be modified as needed for local use.*

Please read and sign this form. Some parts may not apply to your role.

I understand that I will have access to the interim assessments for the California Assessment of Student Performance and Progress (CAASPP) and the English Language Proficiency Assessments for California (ELPAC). These include:

* Smarter Balanced Interim Assessments for ELA and math:
* Interim Comprehensive Assessments (ICAs)
* Interim Assessment Blocks (IABs)
* Focused Interim Assessment Blocks (FIABs)
* California Science Test (CAST) Interim Assessments
* ELPAC Interim Assessments

The interim assessments are not to be used for high-stakes purposes. They are meant to measure student progress and guide instruction, as required by California law.

I understand that all test materials—such as test questions, scoring guides, answer keys, scratch paper, and student logon tickets—must be kept secure.

To maintain security, I agree to follow these rules for interim assessment use:

1. Only authorized individuals may be present when using the assessments. This includes students taking the test and staff members who have signed the appropriate security agreement.
2. If I display test questions using a projector, I will ensure that no one outside the classroom can see them.
3. By using the following best practices, I will keep test materials secure:

* When not in use, I will store test materials securely so unauthorized individuals cannot access them.
* I will keep usernames, passwords, and student logons secure and only share logon details with the correct student.
* I will not allow students to use another student’s logon, nor will I log on as a student myself.

1. I will collect all materials and make sure students do not remove test content from the room.
2. I will delete or shred any copiesof saved or printed test questions after use.
3. I will ensure that students do not use electronic devices (such as cell phones, tablets, laptops, or cameras) to photograph, copy, or share test content with others.
4. I will not copy, share, or distribute test materials in any way beyond their intended use. This includes recording, emailing, texting, or posting content in any online system or messaging platform.
5. If students take the test remotely, I will ensure they follow the same security rules.
6. If I become aware of a security breach (such as test materials being shared improperly), I will report it to my site coordinator immediately.

By signing this form, I confirm that I have read and agree to follow these rules.

This agreement is valid from the date signed until **[insert date]** of the testing year.

Name (Print clearly):

Signature:

Date:

School:

District:

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