



## Test Security/Confidentiality Agreement for Translators & Scribes

Spring 2018

### Administration of the Iowa ELPA21 Statewide Tests

I understand that these test materials are restricted. I understand that all test questions and all other materials related to these tests including, but not necessarily limited to, passages, prompts, charts, graphs and tables are considered secure and not to be: stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means. Except when explicitly allowed as described in the *ELPA21 Accessibility and Accommodations Manual* or the *Directions for Administrations* manuals, electronic materials used during assessment may not be printed.

I agree not to disclose or discuss the contents of the tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral administration will remain strictly confidential. I understand all personally identifiable education data is governed by the requirements within the Family Educational Rights and Privacy Act (FERPA) and my responsibility for maintaining the security of student information, test questions and materials continues even after the test concludes and the test materials have been returned.

Language Translator/Scribe Printed Name: \_\_\_\_\_

Language Translator/Scribe Signature: \_\_\_\_\_

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

School: \_\_\_\_\_

*The district must maintain a copy of this form and provide it to the Iowa Department of Education upon request. It should not be returned with other test material. Please email this signed form to Cindy Slinger.*