

## OATH OF TEST SECURITY AND CONFIDENTIALITY

State of Texas, County of:

School Year

Enter your county name.

### District Testing Coordinator

*PART I. District Testing Coordinators are required to complete this portion of the security oath after receiving training and before handling secure test materials.*

In accordance with Texas Education Code (TEC) §§39.030, 39.0301, 39.0302, 39.0303, 39.0304; Texas Administrative Code (TAC) §§101.27, 101.3031, 247.2, and 249.15; and state assessment procedures; I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the Texas Student Assessment Program and do hereby certify the following:

*Check the box for each statement.*

I have received training on the appropriate administration(s) of the state assessments as required by TEC §39.0304.

I have read all applicable manuals, directions, and procedures governing the administration of the student assessment program.

I will ensure that the appropriate personnel are trained in general test administration policies and procedures, including policies and procedures specific to each administration during this school year.

I will ensure that the appropriate personnel who are authorized to view secure test content (e.g., oral, braille, or paper with embedded supports administrations; basic or complex transcriptions; etc.) are trained in specific security protocols.

I will ensure that any noncertified paraprofessionals who are allowed to participate in the student assessment program will have a certified staff member identified who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified professional is subject to penalty.

I am aware of the security and confidentiality requirements stated in TAC §101.3031 (not limited to the following excerpt):

(1) All assessment instruments included in the student assessment program are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential.

(2) School districts and campuses, the superintendent and campus principals in each school district, open-enrollment charter schools and campuses, and the chief administrative officer and campus principals of each charter school shall:

(A) implement and ensure compliance with state test administration procedures and training activities;

(B) notify the Texas Education Agency (TEA) as soon as the school district or charter school becomes aware of any alleged or suspected violation of the security or confidential integrity of a test; and

(C) report all confirmed testing violations to TEA within 10 working days of the school district or charter school becoming aware of the violation in accordance with the reporting process stipulated in the test administration materials.

I am aware of the range of penalties that may result from a violation of test security and confidentiality as indicated in TEC §39.0303 and TAC §§101.3031, 249.15, and 249.17, including the minimum one year suspension; and I am aware that failure to cooperate with TEA in an investigation or to properly report that an individual has engaged in conduct that violates the security or confidentiality of a test is itself a violation and could result in sanctions.

I understand the responsibilities and requirements related to my supervisory role in testing.

I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of the information.

I understand my obligations to maintain and preserve the security and confidentiality of all state assessments.

I understand my obligation to report any suspected violations of test security or confidentiality to TEA.

If applicable, I understand that charter school test administrators are not required to be certified; however, any irregularity in the administration of any test required by the TEC, Chapter 39, Subchapter B, would cause the charter itself to come under review by the commissioner of education for possible sanctions or revocation, as provided under the TEC, §12.115(a)(4).

IN WITNESS WHEREOF I affix my hand on this date:

Date

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County-District Number

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Signature

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District/Charter Name

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Printed Name

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