State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for District Superintendent/Chief Administrative Officer

I do hereby certify to the state commissioner of education that the security and confidentiality of all assessment instruments and test items have been maintained, and do hereby further certify the following to the commissioner:

(Initial each statement.)

_____ that I understood my obligations concerning the security and confidentiality of these tests;

_____ that I was aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality;

_____ that no unauthorized person has inspected or viewed any part of the assessment instrument;

_____ that no person has in any way copied or reproduced any part of a secure test without expressed written permission from TEA;

_____ that no person has copied or reproduced any part of a student response to a secure test except as explicitly specified in the instructions for the assessment;

_____ that no person has revealed any of the contents of the assessment instrument except where authorized by the procedures governing administration of a test;

_____ that no person has corrected or altered student responses to the assessment instrument or provided assistance with responses to the assessment instrument; and

_____ that no unauthorized person has inspected or viewed any part of the assessment instrument.

I do hereby further certify, warrant, and affirm that I have notified either the district coordinator or the Texas Education Agency of any violation or suspected violation of test security and confidentiality that has been reported to me.

I do hereby further certify, warrant, and affirm that I will notify the Texas Education Agency of any violation or suspected violation of test security and confidentiality that may hereinafter be reported to me.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____ Signature of Superintendent/Chief Administrative Officer

_____ Printed Name of Superintendent/Chief Administrative Officer

_____ District Name

_____ County-District Number

_____ Area Code/Telephone #

Sign and return this form to your district testing coordinator after all testing for the 2013 calendar year for your district has been completed and all materials have been returned to the testing contractor. Your district coordinator will return this form to the testing contractor in the envelope provided in the district coordinator packet. The oath will be kept on file for a period of five years from the last day of testing.

District Superintendents/Chief Administrative Officers need to sign only one oath for the 2013 calendar year.

Duplicate this form as needed.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for District Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training on the appropriate administration of the state assessments;

_____ I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;

_____ I will train the appropriate district personnel or ensure that appropriate district personnel are trained in general test administration procedures;

_____ I will train the appropriate district personnel or ensure that appropriate district personnel are trained in testing procedures specific to each administration during the 2013 calendar year;

_____ I understand my obligations concerning the security and confidentiality of these tests;

_____ I am aware of the range of penalties that may result from a departure from the documented test administration procedures for the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security to the district superintendent and the Texas Education Agency.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____ Signature of District Testing Coordinator

_____ Printed Name of District Testing Coordinator

_____ District Name

_____ County-District Number

_____ Area Code/Telephone #

Initial and sign the above portion before handling any secure test materials. After all testing for the 2013 calendar year for your district has been completed and all materials have been shipped to the testing contractor, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the Texas Education Agency.

_____ Signature of District Testing Coordinator

_____ Date

Sign this form after all testing for the 2013 calendar year has been completed and all materials have been returned to the testing contractor. Return this form as soon as possible, along with the signed superintendent/chief administrative officer security oath, in the pre-addressed envelope provided in the district coordinator packet. The forms should be returned to Pearson's Austin Operations Center, 905 W. Howard Lane, Austin, Texas 78753.

District testing coordinators need to sign only one oath for the 2013 calendar year.

Duplicate this form as needed.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for Campus Testing Coordinator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training on the appropriate administration of the state assessments;

_____ I will read all coordinator directions and applicable manuals governing the administration of the student assessment program;

_____ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in general test administration procedures;

_____ I will train the appropriate campus personnel or ensure that appropriate campus personnel are trained in testing procedures specific to each administration during the 2013 calendar year;

_____ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____	_____
Signature of Campus Coordinator	Printed Name of Campus Coordinator
_____	_____
District Name	Campus Name
_____	_____
County-District Number	Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2013 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the District Testing Coordinator.

_____	_____
Signature of Campus Coordinator	Date

Return this form along with the signed campus principal security oath to the district testing coordinator.

Campus coordinators need to sign only one oath for the 2013 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for each role.

Duplicate this form as needed.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for Campus Principal

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have received training in test security and general testing procedures for all state assessment programs administered on this campus;

_____ All appropriate campus personnel will be trained and will sign an oath of test security and confidentiality;

_____ I am aware of my obligations concerning the proper administration of each assessment;

_____ I understand my obligations concerning the security and confidentiality of the state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violation of test security to the district testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

IN WITNESS WHEREOF I affix my hand on this the _____ day of _____, 20_____.

_____	_____
Signature of Campus Principal	Printed Name of Campus Principal
_____	_____
District Name	Campus Name
_____	_____
County-District Number	Area Code/Telephone #

Initial and sign the above portion of this form before handling any secure test materials. After all testing for the 2013 calendar year for your campus has been completed and all materials have been returned to the district testing coordinator, sign and date the statement below.

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the student assessment program and that I have reported any suspected violations of test security or confidentiality to the district testing coordinator.

_____	_____
Signature of Campus Principal	Date

Return this form to the campus coordinator.

Principals need to sign only one oath for the 2013 calendar year. Any person who has more than one testing role (for instance, a principal who serves as campus coordinator) must sign an oath for each role.

Duplicate this form as needed.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)
Initials

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

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

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of Technology Staff	Printed Name of Technology Staff	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for Test Administrator

This oath applies to all state assessments except STAAR Alternate and TELPAS, which have separate oaths.

For All Test Administrators: Complete this section **before** handling any secure test materials

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

Initials

_____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments.

_____ I am aware that testing procedures require me to actively monitor during test administrations;

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;

_____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of Test Administrator	Printed Name of Test Administrator	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration, transcribing student responses from the test booklet, and particular linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

_____	_____
Signature of Test Administrator	Date

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for Grades 2–12 TELPAS Reading Test Administrator

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

Initial each statement and sign this oath **before** handling any secure test materials.

Initials

_____ I have received training on testing procedures specific to this administration; and

_____ I understand my obligations concerning the security and confidentiality of the Texas English Language Proficiency Assessment System (TELPAS), and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that testing procedures require me to actively monitor during test administrations.

(Initial according to your assigned role.)

_____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as an online session administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of Test Administrator	Printed Name of Test Administrator	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

TELPAS test administrators may sign one oath regardless of the number of TELPAS test sessions they monitor. If they are test administrators for other state assessments, they must sign an oath for each program. Any person who has more than one assessment role (for instance, a TELPAS reading test administrator who also serves as a TELPAS rater) must sign an oath for each role.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for TELPAS Rater

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial and sign **before** handling or viewing any secure test materials or confidential information.)

Initials

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) holistic rating and administration procedures;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

(Initial according to your assigned role.)

_____ I understand my responsibilities as a TELPAS rater, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS supplemental support provider, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS rating entry assistant, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of TELPAS Rater	Printed Name of TELPAS Rater	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS rater who also serves as a TELPAS reading test administrator) must sign an oath for each role.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2013

Oath of Test Security and Confidentiality for TELPAS Writing Collection Verifier

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program and do hereby certify the following:

(Initial each statement **before** verifying TELPAS writing collections.)

Initials

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) administration procedures, including procedures specific to reviewing and verifying the assembly of TELPAS student writing collections;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of_____, 20_____.

_____	_____	_____
Signature of Writing Collection Verifier	Printed Name of Writing Collection Verifier	County-District Number
_____	_____	_____
District Name	Campus Name	Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS writing collection verifier who also serves as a TELPAS reading test administrator) must sign an oath for each role.