



New Jersey Start Strong Assessment Administration Agreement

Maintaining the integrity of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the Start Strong assessments or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this administration agreement and agree to the following statements. Failure to abide by the terms of the this agreement may result in score invalidation.

For District Test Coordinators (DTCs) and School Test Coordinators (STCs)

- I will establish and carry out a plan for appropriate test administration procedures aligned with state best practices.
- I will provide training for test administration policies and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of test materials and keep all test materials locked in a secure storage area with limited access when they are **not** in use.
- I will follow all security policies and test administration protocols described in the *Start Strong Administration Policies*.

For STCs, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- During testing, I will not view student responses, except if necessary to administer certain accommodations.
- I will not reproduce student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying) except if necessary to administer certain accommodations.
- I will not reveal student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity or fairness of the test.
- I will promptly report any testing irregularities or concerns as specified in the *Start Strong Administration Policies* or the *Start Strong User Guide*.
- I will follow the procedures as specified in the *Start Strong Administration Policies* or the *Start Strong User Guide* regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand test administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - not allow students to access cell phones or other unapproved electronic devices during testing.
 - not allow students to access notes, books, or any instructional materials during testing.
 - ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
 - not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the *Start Strong Administration Policies* or the *Start Strong User Guide* and by my STC.
- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any student responses that I view in the course of providing the accommodation.
- I will follow all test administration policies and procedures described in the *Start Strong Administration Policies* or the *Start Strong User Guide*. I have read the NJSLS Start Strong Administration Agreement and understand my role in this test administration.

First Name (print)

Last Name (print)

Role: DTC STC Technology Coordinator Test Administrator Proctor Other: _____

Signature

Date

Submit this signed form to your STC or DTC and keep a copy for your records.