



All staff who participate in a state assessment, handle secure assessment materials, or support testing in anyway, must be fully trained in assessment security and test administration procedures according to their role and sign this OEAA Assessment Security Compliance Form before participating in administering any of the state’s assessments. Each staff member only needs to sign one form per academic year, if involved in the administration of multiple assessments. (Staff roles include, but are not limited to, assessment coordinators, technology coordinators, administrative staff, test administrators, room supervisors, proctors, and monitors)

Directions

TO COMPLETE:

- 1. Complete all required assessment administration and security training for your role.
2. Read this form in its entirety.
3. Date and sign the bottom of this page.
4. In the area under Building Information print both school name and district name on the lines provided. If known, provide school and district codes (these codes are found in the Educational Entity Master [EEM]).

IMPORTANT:

Districts or buildings must keep all completed Security Compliance Forms on file at their district for a period of three years following the assessment window. Do NOT return completed forms to the testing contractor. For complete documentation on required test security practices, policies, and procedures refer to the Assessment Integrity Guide (https://www.michigan.gov/documents/mde/Assessment\_Integrity\_Guide\_291950\_7.pdf).

I, the undersigned, do certify and attest to all of the following:

- 1. I have been trained in assessment security, as they pertain to my role:
2. I have received training on the appropriate procedures and administration of the state assessments.
3. I have read the information and applicable instructions provided in the manual, directions, and any other documentation for the assessment(s) I am involved with and I agree to follow these procedures explicitly.
4. I understand my obligations concerning the security and confidentiality of these tests.
5. I understand that any deviation from required test preparation and/or test administration practices may result in one or more of the following: test invalidation, further investigation, required additional training, and the revocation of authorization to participate in and/or administer the state’s assessments. I also understand that the local school district may also impose reprimands and sanctions according to local district policies.
6. I am aware of my obligation to report any suspected violations of test security.
7. I have not and will not keep, copy, reproduce, paraphrase, distribute, review, or discuss any test materials that have not been released via posting on the OEAA web page (www.michigan.gov/oeaa) by the Michigan Department of Education (MDE).
8. I will not use test items, test booklets/answer sheets, or any of the information contained in an assessment to review/prepare students for a test unless and until it is released via posting on the OEAA web page (www.michigan.gov/oeaa) by the MDE.



- 9. I will not alter or influence students' responses in any manner (indicate answers, point out rationale, prompt, etc.)
- 10. I will not disclose individual student test scores or test performance data to unauthorized persons.
- 11. I will keep embargoed data secure until the public release of testing data by the MDE.

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

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Building Information**

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

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

District Name: \_\_\_\_\_

District Code: \_\_\_\_\_

**Note:** Electronic copies of the **Assessment Integrity Guide** and assessment administrator documentation (including manuals, training materials, directions) are available on the [OEAA web page](http://www.michigan.gov/oeaa) (www.michigan.gov/oeaa). For further information, contact the Michigan Department of Education, Office of Educational Assessment and Accountability (OEAA), 608 W. Allegan St., P.O. Box 30008, Lansing, MI, 48909, call toll-free **877-560-8378**, or e-mail [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).