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## 2011–12 STAR Test (Including Field Tests) Security Agreement for District and Test Site Coordinators

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I acknowledge by my signature on this form that standards-based achievement tests, including the California Standards Tests (CSTs), the California Alternate Performance Assessment (CAPA), the California Modified Assessment (CMA), and the Standards-based Tests in Spanish (STS), and the Early Assessment Program (EAP), are secure tests and agree to each of the following conditions to ensure test security:

- (1) I will take all necessary precautions to safeguard all tests and test materials by limiting access to persons within the school district with a responsible, professional interest in the tests' security.
- (2) I will keep on file the names of all persons having access to tests and test materials. All persons having access to the materials shall be required to sign the STAR Test Security Affidavit that will be kept on file in the school district office.
- (3) I will keep the CSTs, the CAPA, the CMA, the STS, and the EAP tests and their test materials in a secure, locked location and will deliver tests and test materials only to those persons who have executed STAR Test Security Affidavits on actual testing dates as provided in section 859(d) with the exception of subdivision (4) below.
- (4) I will keep the CAPA materials in a secure locked location when not being used by examiners to prepare for and to administer the assessment. I will adhere to the contractor's directions for the distribution of the assessment materials to examiners.
- (5) I will not copy any part of the tests or test materials without written permission from the CDE to do so.
- (6) I will not disclose, or allow to be disclosed, the contents of the tests or the test instruments. I will not review any test questions, passages, or other test items with any other person before, during, or after the test administration.
- (7) I will not develop scoring keys, review any pupil responses, or prepare answer documents except as required by the test administration manual(s) prepared by the testing contractor.

By signing my name to this document, I am assuring that I will abide by the above conditions.

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Signed

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Print Name

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Title

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School District

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Date