



**Indian River County Schools
2014-2015 Test Administration Agreement
Locally Created Assessments**

**This agreement must be signed by teachers who are using the LCA scores as their data source for teacher evaluation.*

School: _____ **Teacher:** _____ **Date:** _____
Department: _____ **Room #:** _____

Florida State Board of Education Rule 6A-10.042, FAC, and the Test Security Statute, s.1008.24, F.S. applies to anyone involved in the administration of district approved assessments under s.1008.22, F.S. Both State Board Rule and Florida Statute prohibit activities that may threaten the integrity of tests. Engaging in such activities may result in an investigation, loss of teaching certification, and/or prosecution for violation of the law. Examples of prohibited activities are listed below:

- Influencing the student prior to test by diminishing the importance of the test
- Explaining or interpreting test items in detail, giving verbal cues, or reading passages or test items for students (unless permitted)
- Changing or otherwise interfering with student responses to test items
- Re-administration of the assessment
- Causing achievement of students to be inaccurately measured or reported
- Permitting students to have access to electronic devices, other than what may be an approved tool for the test
- Adjusting the test or scoring of the test (i.e. elimination of test items considered invalid, curving test – must be approved by the principal or designee)
- Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited by Florida Statute
- Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
- Coach examinees during testing or alter or interfere with examinees’ responses in any way;
- Make answer keys available to examinees

- Revealing the passage, test items, or performance tasks
 - If you believe that the nature of your performance assessment would be in conflict with this bullet, mark the circle and review your assessment intent with your administration.

If any of the above examples are allowable accommodations for students with a current IEP, Section 504 Plan, or ELL Plan, test administrators are permitted to provide the required accommodations.

Test Administration Protocols for Locally Created Assessment administration:

- District-Selected - Teachers will provide school administration with a hard copy of all LCAs and their related components (answer keys, rubrics, etc.).
- Teachers will administer LCAs, score the tests, and record the students’ results.
- Scratch paper may be provided for the LCA (if needed).
- Students included on the school’s Survey 2 (October) and/or Survey 3 (February) rosters will be included in the data calculation linked to teacher evaluation.

I have read and understand this Test Administration Agreement. This agreement will apply to all LCA/District-Selected and LCA/District-Developed Tests linked to my teacher evaluation that I administer during the 2014-15 school year. I understand that if I violate this Test Administration Agreement that I may be subject to disciplinary action, including up to termination of my employment. I agree to administer the assessment in accordance to the Test Administration Agreement.

 Date Printed Name Signature