



## California English Language Development Test (CELDT) Test Security Affidavit for Examiners and Proctors

I acknowledge that I will have access to the test for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- 1) I will not divulge the contents of the test to any other person through verbal, written, or any other means of communication.
- 2) I will not copy any part of the test or test materials unless necessary to administer the test.
- 3) I will keep the test secure until the test is actually distributed to pupils.
- 4) I will limit access to the test and test materials by examinees to the actual testing periods when they are taking the tests.
- 5) I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
- 6) I will not disclose the contents of, or the scoring keys to, the test instrument.
- 7) I will not review any test questions, passages, or other test items with pupils before or after testing.
- 8) I will administer the test(s) in accordance with the directions for test administration set forth in the contractor's manual for test administration.
- 9) I will return all test materials to the designated California English Language Development Test site coordinator upon completion of the test.
- 10) I will not interfere with the independent work of any pupil taking the test, and I will not compromise the security of the test by means including but not limited to:
  - A) Providing pupils with access to test questions prior to testing.
  - B) Copying, reproducing, transmitting, distributing, or using in any manner inconsistent with test security all or any portion of any secure California English Language Development Test booklet or document.
  - C) Coaching pupils during testing or altering or interfering with the pupil's responses in any way.
  - D) Making answer keys available to pupils.
  - E) Failing to follow security rules for distribution and return of secure tests as directed, or failing to account for all secure test materials before, during, and after testing.
  - F) Failing to follow test administration directions specified in test administration manuals.
  - G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.

I have been trained to administer the test.

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Keep this signed Test Security Agreement on file in the school district office for a minimum of 12 months. Do not return to the California Department of Education or Educational Data Systems.**