



Test Administrator and Proctor Acknowledgement of Security and Confidentiality Statement

I, _____, acknowledge that:
Name of Test Administrator or Proctor

1. I was provided the Smarter Balanced Test Administration Manual to review on ___/___/___.
2. I participated in professional development on test security and administration provided for this test administration on ___/___/___.
3. I will follow all testing procedures as outlined in the Test Administration Manual and all other guidelines and instructions provided by my school test coordinator or by the Hawaii Department of Education Assessment Section including:
 - following security regulations for secure test materials.
 - reporting any testing irregularities to the School Testing Coordinator or to the Assessment Section using the Testing Incident Report form found in Appendix P.
 - identifying students approved for accommodations and ensuring they are administered the test with the assigned accommodations.
 - not giving anyone access to test items/questions prior to testing
 - not examining any test item/question at any time (except when providing test accommodations for eligible students).
 - not copying, reproducing, recording, storing electronically, or discussing any secure test item or other secure materials.
 - not coaching students in any manner during administration of the test.
 - not providing answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers .

Name of School

Signature of Test Administrator or Proctor/Date

Signature of School Test Coordinator/Date