

2019-2020 Nebraska Student-Centered Assessment System (NSCAS) Tests
Building Principal Security Agreement

The school principal must read, sign via Echosign, and submit this Test Security Agreement before administering any 2019-2020 NSCAS tests. The Test Security Agreement is due **November 8, 2019**. Questions about this form may be addressed to margaret.sis@nebraska.gov.

1. I will protect the contents of the test from any improper access and disclosure.
2. I will handle test items or test booklets and answer sheets in accordance with security instructions. Copying or taking notes on any English language arts, mathematics or science test is not allowed.
3. I will return all specified secure materials to the proper test-vendor. I will destroy any designated secure printed and digital materials.
4. I will carefully restrict access to the test materials to authorized persons.
5. I will assure students' responses are accurate reflections of their own work.
6. I will assure that students' answers to test items are their own and that no one offers any improper assistance to students.
7. I acknowledge that discussing with teachers or students, examining items, or answering any test questions contained in the assessment before, during, or after the administration of the test is a violation of test security.
8. For the online tests, I understand the usernames and passwords assigned to school personnel afford access to confidential student information, are secure, and must remain confidential.
9. I am responsible for overseeing appropriate training for staff, security, and testing procedures for any of the following NSCAS assessments that are administered in my building:

Security Documents available at [NSCAS Administration and Security](#).

NSCAS English Language Arts	NSCAS AA English Language Arts	NSCAS ACT
NSCAS Mathematics	NSCAS AA Mathematics	English Language Proficiency Assessment for the 21st Century (ELPA21)
NSCAS Science	NSCAS AA Science	

10. I will inform district staff that any breach of security must be reported to NDE. Any questions, contact NDE at: nde.stateassessment@nebraska.gov or 402-471-2495.

Please indicate the school district in which you are the principal.

District:

My signature below certifies that as the principal of the school(s) of the aforementioned district, I will read the test security procedures before the administration of NSCAS tests in my school(s), and the procedures will be followed for the 2019- 2020 administrations.

Print Name: _____

Email: _____

Signed: _____

Date: _____