

**2021-2022 Nebraska Student-Centered Assessment System (NSCAS) Tests
 Building Principal Security Agreement**

The building principal must read, sign via Echosign, and submit this Test Security Agreement before administering any 2021-2022 NSCAS tests. The Test Security Agreement is due **October 15, 2021**. 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 statewide assessment 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 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 Growth English Language Arts	NSCAS AA English Language Arts	NSCAS ACT
NSCAS Growth Mathematics	NSCAS AA Mathematics	English Language Proficiency Assessment for the 21st Century (ELPA21)
NSCAS Science	NSCAS AA Science	NSCAS Growth Winter Pilot

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 402-314-3013.

Please indicate the school district in which you are principal:

District Code: _____ District Name: _____

By my signature below, I certify that as the principal of the aforementioned school(s), I will read the test security procedures before administration of NSCAS tests in my school(s), and the procedures will be followed for the 2021-2022 administrations.

Signed: _____ Date: _____

Print Name: _____ Email: _____

Direct Phone: _____