



## **Test Administration and Security Agreement**

[Florida State Board of Education Rule 6A-10.042](#), F.A.C., was developed to meet the requirements of the Test Security Statutes, s. [1008.23](#), F.S., and s. [1008.24](#), F.S., and applies to anyone involved in the administration of a statewide assessment. The Rule prohibits activities that may threaten the integrity of any assessment required by Florida law, as described in the Rule. Examples of prohibited activities are listed below:

- Reading or viewing the passages or test items
- Revealing the passages or test items
- Copying the passages or test items
- Explaining or reading passages or test items for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Causing achievement of schools to be inaccurately measured or reported

**All VPK Program personnel are prohibited from examining or copying the test items and/or the contents of the test. The security of all test content must be maintained before, during, and after each test administration.**

**Inappropriate actions by VPK Program personnel may result in further investigation, possible loss of teacher certification, termination of the Statewide Provider Contract for the Voluntary Prekindergarten (VPK) Program, and possible involvement of law enforcement agencies.**

*I understand that I must receive appropriate training regarding the administration of FAST Star Early Literacy. I agree to follow all test administration and security procedures, applicable to my role, outlined in the VPK Program Guide to FAST Star Early Literacy, Statutes, and Rule.*

*Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of statewide assessments or cause student achievement to be inaccurately represented.*

VPK Program Name and Provider ID Number: \_\_\_\_\_

Print Name, Test Administrator: \_\_\_\_\_

Signature, Test Administrator: \_\_\_\_\_

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

**This agreement must be signed and uploaded to the Provider Portal each VPK Program year.**

## **Test Administrator Prohibited Activities Agreement**

As a test administrator of FAST Star Early Literacy, which is a Florida statewide assessment, it is important for you to know that the following activities are prohibited. Engaging in such activities may result in an investigation, loss of teacher certification, **termination of the Statewide Provider Contract for the Voluntary Prekindergarten (VPK) Program**, and/or prosecution for violation of the law. Please read the following list of prohibited activities and sign your name on the signature line at the bottom of this page indicating that you understand these actions and their consequences.

**I understand that before testing I may not:**

- Leave test materials (login credentials, testing device) unattended

**I understand that during testing (including during breaks) I may not:**

- Read test items and student responses as I monitor students individually or in a small group of two but no more than five students
- Coach students during testing
- Discuss the content of the test with anyone, including students or other VPK Program personnel
- Assist students in answering test items
- Give students verbal cues (“you may want to re-check number 7”) or non-verbal cues (pointing at a specific item)
- Give students more time than is allotted for the session (except when providing allowable Time Accommodations, as described in the VPK Program Guide to FAST Star Early Literacy)
- Encourage students to finish early
- Use my cell phone or other electronic device (except to monitor student progress or to contact the school assessment coordinator in case of a technical issue or emergency), check email, or engage in other activities that will result in my attention not being on students at all times
- Leave the room unattended for any period of time
- Allow students to talk or cause disturbances
- Administer the assessment to my family members

**I understand that after testing I may not:**

- Leave test materials unattended
- Discuss the content of the test with anyone, including students or other VPK Program personnel
- Reveal the content of the test via electronic communication, including but not limited to email, text, or posting to social media (e.g., Facebook, Twitter, Instagram)

*I acknowledge the information above and will not engage in any of the prohibited activities on this page.*

Print Name, Test Administrator: \_\_\_\_\_

Signature, Test Administrator: \_\_\_\_\_

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

**This agreement must be signed and uploaded to the Provider Portal each VPK Program year.**