Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

2026-2027 Indiana Testing Security and Integrity Agreement

This agreement is to be signed by all school staff.

I acknowledge that I may have access to secure assessments in the Indiana assessment system. I also acknowledge that I read, understand, and agree to adhere to the Code of Ethical Practices and Procedures (the Code) established pursuant to 511 IAC 5-5-3 and published in the Indiana Assessments Policy Manual for all assessments within the Indiana assessment system. I understand that assessment materials are secure, and it is my professional responsibility to protect their security and integrity. I agree to annually complete training as required under 511 IAC 5-5-5 and the Code.

I therefore agree and assure as follows:

1. I have read and understand the Code.
2. I understand that prior to administering, handling, or having access to test materials, I must receive annual Test Security and Integrity Training.
3. I understand that if I am involved in administering assessments, I must receive test administration training and review applicable Test Administrator's Manuals (TAMs) prior to the start of the state testing window for each assessment.
4. I will not keep, copy, reproduce, paraphrase, distribute, review, post, text, email, video, photograph, or discuss any test materials that have not been released via posting on the website by the Indiana Department of Education (IDOE).
5. I will not use test items, assessment books/answer documents, and/or any of the information contained in an assessment to prepare students for a test unless and until it is released via posting on the website by IDOE.
6. I will not allow students or any other person who is not authorized by the Principal or Corporation Test Coordinator (CTC) to have access to test materials. I will not allow anyone else to use my username or password to login to assessment vendor systems or administer assessments.
7. I will not alter or influence students' responses in any manner (e.g., indicate answers, point out rationale, prompt).
8. I understand cell phones, smart watches, and other non-test related devices cannot be accessible in testing rooms.
9. I will not disclose individual student test scores or test performance data to unauthorized persons.
10. I will adhere to the parameters that apply to the use of assistive technology and document all applicable assistive technology to ensure the accuracy and validity of student responses.
11. 11.a) If serving as a Test Administrator (TA) for a student with an Individualized Education Program (IEP), Individual Learning Plan (ILP), Service Plan, Choice Special Education Plans (CSEP), or plan developed pursuant to Section 504 of the Rehabilitation Act of 1973, I will adhere to the accommodations listed therein. If serving as a TA for a student who has a temporary condition and requires an accommodation pursuant to 511 IAC 5-2-4(b), I will provide appropriate accommodations and protocols. b) I also understand that if I administer assessments to students with accommodations (as per their IEP, ILP, or Section 504 Plan), I must receive training on providing appropriate accommodations or protocols prior to the start of the state testing windows.
12. I have read the information and instructions provided in all applicable sections of the 2026-2027 Indiana Assessments Policy Manual. I agree to administer assessments according to these procedures.
13. I understand that any information associated with an individual student's testing documents, including, but not limited to, details regarding the student's accommodations, Free/Reduced Lunch status, Special Education Program participation, and/or English learner status, must be kept confidential at all times.
14. I understand that a violation of the Code or requirements provided in the Indiana Assessments Policy Manual may constitute a breach of test integrity. I understand that causing student achievement to be inaccurately represented or reported constitutes such a violation.
15. I understand that any suspected breach of test integrity shall be reported to IDOE pursuant to the Protocol for Reporting and Investigating Alleged Assessment Breaches as required under 511 IAC 5-5-4.
16. I understand that if a breach of test integrity or intellectual property right infringement occurs as a result of my actions and I hold a license/certification granted by IDOE, my license/certification may be suspended or revoked under Ind. Code 20-28-5-7 and 511 IAC 5-5-3, and/or IDOE may pursue civil action under intellectual property laws pursuant to 511 IAC 5-5-3.

Please print your name, sign, and date the Indiana Testing Security and Integrity Agreement and submit it to the appropriate staff member.

Print Name:_____ Signature:_____ Date:_____

Position: _____ Corporation or School Name:_____

This agreement is valid for the school year for which it is signed. This form shall be maintained on file by the corporation for no fewer than three years.