

# Test Security Affidavit



## Administrator Agreement Test Administrator's Initials \_\_\_\_\_



I acknowledge that I will have access to the *Iowa Assessments*™ Form E Complete Battery (Iowa Complete) and the *Cognitive Abilities Test (CogAT*®) Form 7 for the purpose of administering the testing program. I understand these materials are highly secure and it is my professional responsibility to protect their security as follows:

I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school who have a responsible, professional interest in the security of the tests. The names of all persons having access to the materials will be kept on file at the school. A.C.E. School of Tomorrow will keep all Test Security Affidavits on file. Test Security Affidavits will be emailed or mailed to schools with their purchased testing materials. This form is also available at [www.acediagnostictest.com/online-assessments](http://www.acediagnostictest.com/online-assessments) under the "Tips and Forms" tab.

I will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security. Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date. Test materials will be kept secure until they are actually distributed to students. In no case will students be permitted to remove test materials from the room where testing takes place.

I will not disclose or allow to be disclosed the contents of, or the scoring keys to, the test instrument. Upon completion of testing, the user will return all test materials to the testing administrator.

I will not divulge the contents of the test, generally or specifically, to anyone.

## All persons having access to the Iowa Assessments materials Staff Initials \_\_\_\_\_



I acknowledge that I will have access to the *Iowa Assessments*™ Form E Complete Battery (Iowa Complete) and the *Cognitive Abilities Test (CogAT*®) Form 7 for the purpose of administering the testing program. I understand these materials are highly secure and it is my professional responsibility to protect their security as follows:

I will not divulge the contents of the test, generally or specifically, to anyone.

I will not copy any part of the test or directions.

I will limit access to the test materials by examinees only to actual testing periods.

I agree to all the terms stated to me on this agreement. I will abide by the above conditions.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
School Account Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
School Address

I am the:

- School Administrator    Principal    Test Administrator  
 Supervisor    Monitor    Other Staff

\_\_\_\_\_  
School City/State/ZIP Code

\_\_\_\_\_ This person will be proctoring the Iowa Paper Testing

\_\_\_\_\_ This person will be proctoring the Iowa Online Testing

\_\_\_\_\_ This person will need to view and print test reports

\_\_\_\_\_  
School Administrator's Signature

\_\_\_\_\_  
School Administrator's Printed Name

**All persons having access to the Iowa Assessments materials** (other than students to whom the test is administered) will sign a Test Security Affidavit, which will be kept on file at A.C.E. School of Tomorrow. **Print or save an affidavit for each person**; then email all completed and signed affidavits to [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) or fax to 615-612-5304.