

Access and Release Agreement for Administering Standardized Tests

The administration will communicate to all appropriate staff at least once annually the following: standards for determining what is unethical or inappropriate practice when administering tests; how the standards and/or procedures will be monitored, what sanctions will be imposed, and in what circumstances such sanctions will apply; security procedures for all assessments; and procedures for investigating any complaints, allegations and/or concerns about inappropriate practice.

Regulations:

1. I have read, understand and agree to comply with Fairfield City School District policies IL, Testing Programs, and IL-R(1) Testing Programs for Students with Disabilities, and all regulations associated with both policies.
2. I also understand that any violation of the policies and regulation is unethical and may constitute a criminal offense. Should I commit any violation, disciplinary action may be taken.
3. I am familiar with and agree to follow state and district requirements regarding security and ethical administration of all standardized tests, including procedures for reporting observed and suspected violations of test security policy.

Please print the following information:

User Name _____

Building _____

Position _____

School Year _____

It is agreed upon that I am also in compliance with IL, Testing Programs, and IL-R (1), Testing Programs for Students with Disabilities.

Staff Member Signature	Date
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Staff Member Name, Printed	Date
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(Approval Date: February 19, 2004)