



PASA TEST SECURITY CERTIFICATION

Failure to follow security procedures put forth by the Pennsylvania State Board of Education and published in the *Pennsylvania State School Code* and the *PASA Test Administration Manual* may result in disciplinary action and/or revocation of the teaching certificate by the Pennsylvania State Department of Education. The following list, although not exhaustive, has been provided to identify specific actions which are inappropriate and violate, in spirit and intent, the stated policy:

1. To photocopy or in any way reproduce or disclose secure test items (including pilot materials) or student responses before, during, or after administering the assessment.
2. To review, read, or look at test items or student responses before administering the assessment, except under conditions outlined in the *PASA Test Administration Manual*.
3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.
4. To alter student responses on answer documents.
5. To alter the test procedures stated in the *PASA Test Administration Manual*.
6. To allow students to use notes, references, or other aids unless the test administrator’s manual specifically allows.
7. To have in one’s personal possession secure test materials except during specified testing dates.
8. To allow students to view or practice secure test items before or after the scheduled testing times.
9. To leave secure test materials in non-secure locations and/or unattended by professional staff.
10. To post pictures of *PASA* test materials on a social media site.
11. To access *PASA* test materials on a device other than an LEA-owned device.
12. To fail to report a test security violation.

By signing below, I certify that I have read the above policy and agree to abide by established *PASA* test security procedures.

Name Date

District Position