

This form must be signed by all individuals who will have access to any Maryland State Department of Education (MSDE)–sponsored testing and survey materials, including the Maryland School Survey. This includes:

- School Test Coordinators (STCs) or Survey Administrators (SAs);
- Test Administrators/Examiners (TAs/TEs);
- Persons designated as Proctors;
- Instructional Assistants or other personnel who provide accommodations to students with disabilities and/or students who are Multilingual Learners (ML); and
- Teachers or others who support MSDE-sponsored test and/or survey administration or who have access to secure materials.

Only individuals who are employees or agents of the school district and who have signed this form may supervise, administer, proctor, or assist with the administration of the test or survey. The school system must retain completed forms on file as specified in [the Code of Maryland Regulations \(COMAR\) 13A.03.04.03D\(3\)](#).

This is to certify that:

- I have been trained for my role in the upcoming testing or survey administration by a trainer authorized by my school district. I am familiar with, and agree to abide by, all regulations governing test administration and data reporting policies and procedures set forth in both [COMAR 13A.03.04](#) and my local school system.
- I understand and agree that:
  - **Secure Materials:** Copies of MSDE testing and survey materials, including items and other documents that are identified as secure, are confidential and must always be kept secure. Unauthorized access, use, transportation, duplication, or reproduction of any portion of these materials is prohibited.
  - **Discussion or Documentation of Content:** Making notes about test or survey content, creating answer keys, writing about items, or discussing items with individuals not involved in administration (including reading passages) is prohibited. I will not disseminate any part of the test or survey materials for examination or use by any other party.
  - **Assistance or Influence:** I will not provide or alter answers, provide verbal or nonverbal clues, teach items on the test, share prompts, coach, hint, or in any way influence a student's performance during the testing, or influence student and staff answers to the Maryland School Survey, as doing any of these constitutes a breach of professional ethics.
  - **Student Materials:** Students may use only the materials authorized in the manuals for the specific tests.
  - **Accommodations:** Accommodations for students with disabilities must be limited to those documented in the student's IEP or Section 504 Plan, and accommodations for Multilingual Learners (ML) must be limited to those documented in the ML Plan. Accommodations may only be provided as specified in test or survey manuals.
  - **Reading of Materials:** I may not read any test material to a student unless it is part of the directions for administration or identified as an allowable accommodation in the test or survey manual. Students who are unsure of the question or an answer may only be told to reread the question and respond with their best answer. I **may** encourage students, and in the case of the survey, staff, to respond to each question, but **may not** suggest or tell students or staff to change their responses.
  - **Review of Work:** Students who finish a portion of the test early may review their work only as permitted in the test administration manual.
  - **State Test Window:** The test or survey must be administered on the dates specified within the allowed testing window.
  - **Return of Materials:** Test materials will be returned by the deadlines specified by the vendor, or administration procedures.

**By signing below, I certify that I have read the above and have been prepared for my role in the MSDE-sponsored test or survey**

**administration(s)**. I agree to abide by the policies and procedures outlined above. I understand that violations of test or survey administration and security provisions may include: invalidation of test or survey results, costs assessed to my district, personnel sanctions against me by my employer, and/or disciplinary action against my teaching license by the MSDE as applicable, including but not limited to licensure suspension, revocation, or denial.

\_\_\_\_\_  
**Name (Please print)**

\_\_\_\_\_  
**Title, LEA & School Name**

\_\_\_\_\_  
**School Year**

☐ MCAP / MSTAR

☐ SAT

☐ KRA

☐ WIDA

☐ DLM

☐ Survey

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**