

## Student Confidentiality Agreement

In a few special situations, students need to access secure assessment materials outside of traditional testing schedules. Examples of these circumstances include the following:

- Completing make-up tests
- Testing early or late
- Completing test sections in alternative settings with additional testing time
- Taking End-of-Course assessments (EoCs) in self-paced or summer courses

Testing outside of the regularly-scheduled window increases the risk that confidential information about tests will leak. A break in the security of standardized tests is a serious matter that could result in invalidation of test scores that are required for graduation, among other severe consequences.

If a student violates New Mexico test security requirements by recording or sharing confidential information about assessments, the school district, independent charter school, and/or the Public Education Department (PED) will conduct an investigation. Furthermore, state rule at 6.10.7.13 NMAC authorizes the PED take the following corrective actions:

- A. Direct the district or a named individual to cease and desist from engaging in a particular testing irregularity or the administration of further standardized tests during the current school year
- B. Confiscate any standardized test material that jeopardizes the security of the standardized test
- C. Recommend any further action it deems reasonable and necessary to maintain test security
- D. Invalidate the standardized test results and inform the district that a specific standardized test must be replaced with a re-administered similar or alternative form, or any affected student will not receive scores on portions of all of a standardized assessment
- E. Refer the matter for possible suspension or revocation of a person's educator or administrator licensure or other PED licensure pursuant to procedures set forth in the PED's suspension/revocation rule
- F. Refer the matter to the accreditation team for appropriate action
- G. Take any other action authorized by state or federal law or regulation
- H. Modify school and district accountability determinations

To prevent a break in test security, students in special scheduling situations must agree to keep information confidential about what is on a test, including the content of test items and answers.

*Please read the following aloud to the student, then ask them to sign below.*

**I agree to keep my knowledge of this test to myself. I will not talk about the contents of this test in any way, including test questions and answers. I will not write anything about the test, on paper or electronically. I will not take any type of picture of the test.**

**I understand that doing any of these actions will invalidate my test and will have severe consequences for myself and my school.**

Date:	
Name (printed):	
Signature:	