



## Security Policy for NOCTI Assessments for Use at the Secondary/Post-Secondary Level

NOCTI's security policy is designed for the protection of NOCTI standardized, customized or partner assessments offered through NOCTI as well as test taker data. By accepting delivery of and/or using any NOCTI assessment, the recipient acknowledges the professional, legal, and ethical responsibility for maintaining assessment security. Federal copyright law prohibits unauthorized reproduction and use of copyrighted materials.

Assessment security involves procedures for shipping, receiving, storing, disseminating and controlling assessment materials, both in hard copy and online formats. Assessment instruments must only be released to individuals qualified to take part in the local testing program (see restrictions below). Testing sites must establish a specific assessment security and administration policy that denotes the proper handling and use of NOCTI assessment materials. In-service training should be provided by the site administration to ensure that all individuals involved in the testing process understand the importance and requirements of maintaining assessment security.

If assessment security is compromised in any manner, NOCTI reserves the right to take appropriate action. The following statements constitute NOCTI's assessment security requirements.

- Testing sites must be approved by NOCTI prior to administration of any NOCTI assessments. NOCTI reserves the right to approve, deny, or place sites on probation in its sole discretion based on the information provided at the time of application and based on the performance of the site any time after approval is granted.
- Testing sites are liable for the conduct of staff, consultants, or volunteers associated with the district or institution as related to the assessment program, including but not limited to the site coordinator, proctors, and/or evaluators.
- If an assessment instrument is compromised, testing sites will be liable for up to **\$20,000.00** per offense to offset the development cost of a replacement assessment instrument.
- Testing sites have a professional responsibility to report any security breach to NOCTI immediately and to respond to requests for further information in a timely manner.
- Testing sites must protect the integrity of QuadNet, NOCTI's online systems. Access to password-protected sites should be restricted to the individuals qualified to take part in the local testing program.
- Assessment instruments shall not be reproduced, in whole or in part, in any fashion. Reproduction of assessment instruments represents a violation of copyright law.
- Assessment instruments shall not be made available, in whole or in part, to newspapers, radio stations or other media sources for any reason.
- Assessment instruments must not be released or administered to individuals other than those qualified to take part in the local testing program. Restricted individuals include, but are not limited to instructors, para-professionals, parents, and personnel from other school districts.
- Instructors teaching in the content area for which the assessment instrument will be administered are prohibited from proctoring and/or evaluating their own students or students in a similar educational setting during the multiple-choice (written) or performance assessments, in both online and paper/pencil formats.
- Assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects may not be shared with instructors at any time, under any circumstances. Information required for assessment preparation and set-up is available through non-restricted materials. Assessment proctors and evaluators are prohibited from sharing assessment-related content with instructors or any other individual assisting in the classroom.
- Test participants must not have access to assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects until the actual test administration commences.