

Signed document must
be filed at school site.

OTIS-LENNON SCHOOL ABILITY TEST SECURITY AFFIDAVIT

For test examiners, proctors, translators, scribes, and any other person having access to the OLSAT-8 Tests. By signing this affidavit, I am acknowledging that I will have access to the examination and test materials for the purpose of administering the examination. I also understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the examination to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the examination or test materials.
3. I will keep the examination secure until the examination is distributed to eligible students.
4. I will limit access to the examination and test materials by test examinees to the actual testing periods when they are taking the examination.
5. I will not review any test questions, passages, or other test items with eligible students before, during, or after the examination.
6. I will return all test materials to the designated test site coordinator upon completion of the examination.
7. I will not interfere with the independent work of any eligible student taking the examination and I will not compromise the security of the examination by any means including, but not limited to:
 - a. Providing eligible students with access to examination questions prior to testing.
 - b. Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any section of any secure examinations or test materials.
 - c. Coaching eligible students during testing or altering or interfering with the eligible students' responses in any way.
 - d. Making answer keys available to eligible students.
 - e. Failing to follow security rules for distribution and returning of secure examinations and test materials as directed or failing to account for all secure examinations and test materials before, during, and after testing.
 - f. Failing to follow test administration directions specified in test administration manuals.
 - g. Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.
8. I will administer the examination in accordance with the directions for administration set forth in the test contractor's manuals for administration of the examination.
9. I have been trained to administer the examination.

Signature:		Date:
Print Name:	Position:	
School:		Region:
School District/Affiliation: Los Angeles Unified School District		

Principal's Name: _____ **Principal's Initials** _____