



# STAFF CONFIDENTIALITY AGREEMENT

## Procedure for Completing Form:

State standardized assessments provide valid measures of student achievement to guide instruction and evaluate school and district performance. During administration, certain local educational agency (LEA) staff members must handle secure test materials in the course of their work. Stringent procedures ensure that standardized tests are handled, stored, prepared for, and administered in a uniform and secure manner. A violation of test security requirements will result in an investigation by an LEA and PED that could invalidate test results and may have severe consequences for the LEA and staff members.

State rule at 6.10.7.13 NMAC authorizes PED to take corrective actions for a violation of test security, including the following:

- Direct the district or a named individual to stop engaging in a particular testing irregularity or the administration of further standardized tests during the current school year;
- Confiscate any standardized test material that jeopardizes security;
- Recommend any further action necessary to maintain test security;
- Invalidate the test results and require administration of a similar or alternative form, or any affected student will not receive scores;
- Refer the matter for possible suspension or revocation of a person's educator or administrator licensure or other PED licensure;
- Take any other action authorized by state or federal law or regulation;
- Modify school and district accountability determinations.

***I acknowledge*** that standardized state assessment materials constitute and contain confidential, proprietary, and trade secret information that is not subject to disclosure under New Mexico law.

***I agree*** not to record, store, keep, or copy in any format any materials and information pertaining to the contents of standardized state assessments that are handled during the course of my work, including test items, item answers, methodologies, and all ancillary and related materials, including revisions and other derivative works and materials.

***I agree*** not to disclose or otherwise divulge to anyone outside the context of the work I perform for the PED any information pertaining to the contents of standardized state assessments including all aforementioned contents.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date