New Jersey Department of Education
2025-2026 NJ WIDA ACCESS Test Security Agreement

The content of the WIDA ACCESS is confidential and must be kept secure at all times. Maintaining the security of test materials is critical in order to obtain valid results from the test. Accordingly, each individual authorized to administer the WIDA ACCESS assessment or have access to test materials, including Technology Coordinators, or those authorized to observe administration, must sign this security agreement and agree to the statements below. Failure to abide by the terms of the agreement may result in sanctions including (but not limited to) score invalidation or employment and licensure consequences.

> Submit this form (signed) to your District/School Test Coordinator and keep a copy for your records. The signed agreement must be maintained by the school at least three years, unless otherwise directed.

For District/School Test Coordinators

- I will provide training in WIDA ACCESS test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure test materials, and I will keep all test materials locked in a secure storage area with limited access when they are **not** in use.
- I will follow all security policies and test administration protocols described in the training documents and manuals for WIDA ACCESS.

For School Test Coordinators, Technology Coordinators, Test Administrators, Proctors, and Authorized Observers

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, capturing via an unauthorized electronic device, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns as specified in the training documents and manuals for WIDA ACCESS.
- I will follow the procedures as specified in the training documents and manuals regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand WIDA ACCESS test security and administration policies and procedures.
- I will keep test materials under my supervision at all times, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
  - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
  - Not allow students to access cell phones or other unapproved electronic devices during testing.
  - Not allow students to access notes, books, or any instructional materials during testing.
  - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials, including scratch paper, as specified in the training documents and manuals and by my School Test Coordinator.
- Some testing accommodations may require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and test administration protocols described in the training manuals and documents.

I have read the WIDA ACCESS Security Agreement and understand my role in this test administration.

Role (select one):

    District/School Test Coordinator   Test Administrator   Other:

    Technology Coordinator   Proctor

First Name (print):   Last Name (print):

Signature: Date (mm/dd/yy):