



# STUDENT CONFIDENTIALITY AGREEMENT

## Procedures for completing form:

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

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, 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 corrective actions, such as 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

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 and 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.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date