

Online Testing School User Agreement

The user, _____, (school and/or school district professional staff) acknowledges that *DataManager*™ is a secure program and agrees to the following conditions of use to ensure the test and program's security:

Guidelines

1. The user will safeguard test materials by limiting access to students and staff within the school or school district.
2. The names of all persons with access to *DataManager* will be kept on file by user in the Annual Roster.
3. All test administrators must meet the following test publisher's requirements:
 - must have a Bachelor of Arts or Science degree OR
 - must be a teacher, certified by a state department of education to teach in a public school or other conventional school (homeschool or local association certification does not qualify) OR
 - must be or have been a full-time academic classroom teacher in a conventional school (not a homeschool).
4. A secure setting must be used for testing, whether this is a specific browser or the settings on the device used. Using an unsecured route is a violation of this contract.
5. Proctors and test administrators may not give any assistance during testing.
 - Math manipulatives and calculators are not allowed aside from those provided by *Iowa Assessments*™ Form E Online.

Access

1. Public school students are prohibited from taking these tests or gaining access to them from any source other than their school.
2. Examiners will gain proctor access no sooner than the test date unless training or logistical needs require otherwise.
3. The technical readiness checks necessary for online testing must be completed to meet the specified technical requirements.
4. Each student should log into the *DataManager* student site using his or her unique student ID number and session code to take the test.
5. A *DataManager* administrator, teacher, or proctor must initiate all testing sessions.
6. Without exception, students must log off *DataManager* before removing a testing device from the room.
7. Depending on the number of students testing, add proctors to walk around and watch students testing. They should ensure students are not using electronic devices (including computers, cameras, cell phones, etc.) to access information or to capture images of items on the test itself.
8. Test results are typically posted on your account (electronically) within ten business days after testing is complete.
9. For test validity purposes, students should not use any achievement test instrument three months before or after this test administration.

Security

1. The user acknowledges that *Iowa Assessments* Form E Online is a secure program and agrees to the following conditions of use to ensure the test and program's security:
 - a. Tests are secure and confidential. They may not be viewed by anyone other than the student and administrator/proctor; and content may not be discussed with parents, students, or other individuals before, during, or afterwards.
 - b. The test administrator must actively monitor each student's testing progress.

- c. User agrees to ensure that no student is using electronic devices (including computers, cameras, cell phones, etc.) to access information.
- d. Screen capture, photos, or other reproduction of test content is a breach of copyright and will be treated as such.
- e. No user will disclose or allow to be disclosed the contents of the test instrument (*Iowa Assessments Form E Online*).
- f. Only the following may be used for each device:
 - i. **MacBook/PC:** *Secure Browser*
 - ii. **iPad:** *Guided Access* (setting)
 - iii. **Chromebook:** *Kiosk Mode*

Noncompliance penalty

User will develop, distribute, and enforce disciplinary procedures for violation of test security by school or school district staff.

Compliance

1. I have read and agree to the above Online Testing School User Agreement and verify that all tests are for the students as designated above.
2. I understand and agree to follow all policies and procedures specified for these tests.
3. I understand the specified technical requirements and have completed the [technical readiness checks](#) necessary for online testing.
4. I agree to use secure settings for testing, whether this is a specific browser or the settings on my device. I understand that using an unsecured route is a violation of this contract.
5. I recognize that BJU Press will issue only a partial refund for online testing if canceled two weeks (or less) before the stated test date.
6. I understand that I am legally bound to follow this Online Testing School User Agreement by checking the box below.