



Confidentiality Agreement for Language Interpreters/Sight Translators and Educational Sign Language Interpreters

Test security and student confidentiality are of the utmost importance to the Pennsylvania Department of Education, and it is the Department's obligation to protect information about tests and students in the assessment process. Such information includes performance tasks, multiple-choice items, scoring rubrics, and student responses used in the Pennsylvania System of School Assessment and Keystone Assessments. The nature and quality of an individual student's performance must not be released.

Qualified interpreters/sign translators (for languages other than English) and Educational sign language interpreters may review test materials up to three days prior to test administration. Test materials must be reviewed in a secure location supervised by the principal or test coordinator. Materials may not be removed from the secure location. Filing or retaining any notes beyond the testing window or making copies of any kind is strictly prohibited.

These assessments rely on the measurement of individual achievement. Any deviation from the assessment procedures outlined in the assessment and accommodation manuals [group work, teacher coaching (e.g. paraphrasing, explaining, giving suggestions about test items), pre-teaching or pre-release of the performance tasks or assessment items, use of old Pennsylvania assessments as preparation tools, etc.] is strictly prohibited and will be considered a violation of test security. Any action by a professional employee or commissioned officer that is willfully designed to divulge test questions, falsify student scores or compromise the integrity of the state assessment system will be subject to disciplinary action under sections 1259-1267 of the School Code (24 P.S. Sections 12-1259-12-1267).

We are certain that you share our concern that all items and students' responses be handled in a professional and confidential manner. By signing this agreement, you acknowledge that you have read and understand this Confidentiality Agreement and agree to abide by these requirements.

Legal First Name (print)

Middle Initial

Legal Last Name (print)

Title

Address

Telephone

Signature

Date

Signature (principal or test coordinator)

Date