NEVADA DEPARTMENT OF EDUCATION
Office of Adult Education

Test Security Agreement for
Comprehensive Adult Student Assessment System (CASAS) Materials

I, _____, as _____
(Name) (Title)
of _____, agree:
(Agency/Institution/School)

1) To assume responsibility for safeguarding all CASAS-developed assessment materials, including test administration manuals, and answer sheets (which contain marks or responses).

2) To store all CASAS materials in a locked, preferably fireproof, file cabinet accessible only to me and/or my designee(s).

3) To ensure that staff members who administer assessments should return all materials immediately after use to me or my designees.

4) To treat all answer sheets and writing samples as confidential until destroyed.

5) To prevent the duplication of any test form or any portion of any test form for any reason.

6) To prevent the use of displays, questions, or answers that appear on any CASAS test to create materials designed to teach or prepare learners to answer CASAS test items.

_____ _____
(Signature) (Date)