

## 2020-21 New York State Alternate Assessment (NYSAA)

## Additional Training Materials: Administration of NYSAA through DLM Alternate Assessment

### Security Agreement

Each school year, all users in Educator Portal must electronically agree to the DLM security agreement. This electronic agreement is accessed in Educator Portal. Educators must read the security agreement and select “I have read this security agreement and agree to follow the standards.” Then educators must type in his/her name and click “**save**.” Each test administrator must follow each of the steps prior to administering an operational assessment. The security agreement must be completed to work in the Kite Educator Portal system. This is what the security agreement looks like:

The screenshot shows the 'My Profile' page in the Educator Portal. The 'Security Agreement' tab is selected. The page contains the following text:

The Kite suite provides opportunities for flexible assessment administration. However, all assessments - including instructionally embedded assessments chosen by the teacher and delivered during the year 2018 are secure tests.

Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

☒ I have read this security agreement and agree to follow the standards.

☐ I have read this security agreement and DO NOT agree to follow the standards.

Please type your full name and click Save

Full Name