

Review the following test security and non-disclosure information below. You will be asked to sign a test security and non-disclosure agreement when you complete your registration.

## Wisconsin Forward Exam Confidentiality Agreement

The Wisconsin Forward Exam is a secure, proprietary test instrument with components copyrighted by DRC. Any disclosure of test items to any person might constitute a copyright violation. Also, any such disclosure or dissemination of test items will undermine the value of the test and adversely affect the validity of test results. The confidentiality of test questions and answers is paramount in maintaining the integrity and validity of the test. Accordingly, the Department of Public Instruction and Wisconsin educators must take every step to assure the security of these test instruments.

I hereby agree that I will not disclose to any person, any materials (such as, but not limited to: test items, graphics, tasks, scoring rubrics, item specifications, test design, content limits, and measurement/research/report data) related to the Wisconsin Forward Exam.

I acknowledge that I will have access to a secure assessment in the Wisconsin Forward Exam. I understand that these testing materials are secure, and it is my professional responsibility to protect their security. I therefore pledge:

- I will not keep, copy, reproduce, paraphrase, distribute, or discuss any test materials, test items, and/or test passages outside of the item review process.
- I will not use test items, test passages, or any of the information contained in the assessment to review/prepare students for a test.
- I understand I am not permitted to take notes about items, passages, and all materials must remain secure.
- I will not publish, or cause to be published any of the test items or passages.
- I understand that if a breach of test security or copyright infringement occurs as a direct result of my actions, and breach of contract, consequences may include invalidation of student test results, civil legal liability for copyright violations, and district level disciplinary action.

## DRC Test Security

All Data Recognition Corporation (DRC) technology, processes, records and information related to DRC and its customers are confidential and must be treated accordingly. DRC or DRC-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials may not be saved, duplicated, or removed from DRC premises or systems without permission from DRC.

Additionally, the contents of DRC's records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose. Meeting attendees must not disclose any confidential information, purposefully or inadvertently, through casual conversation, with any unauthorized person inside or outside DRC.

By signing on as a member of an assessment committee, I agree:

- all training materials are the property of DRC.
- commenting on the content items (test questions) or passages with non-project related personnel is prohibited.
- reproducing, in part or in whole, through means including but not limited to printing, taking pictures, downloading, or capturing screen shots, test questions, passages, or training materials is expressly prohibited.
- I will work in a private environment, separate from others and free from distractions.
- I will adhere to the criteria defined by the training that I receive.
- I will not discuss test questions, passages, and training materials with anyone except my room facilitator and committee members.
- I will not share test questions, passages, or training materials on any media, including social media.