



CONFIDENTIALITY AGREEMENT & TESTING LIAISON DESIGNATION FORM

I, the undersigned, understand that all CareerTech Testing Center (CTTC) materials used for testing are proprietary, confidential, and copyrighted material of the Oklahoma Department of Career and Technology Education. Any disclosure of the contents of any CareerTech Testing Center examination is strictly prohibited. I hereby agree to maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, and reproduction. Any individual that compromises test security will be held responsible for all costs associated with the development of new tests items. ***Furthermore, maintaining test item security PROHIBITS any Testing Liaison from the following:***

1. sharing username/password information to the online testing system with instructors and other unauthorized personnel,
2. unauthorized copying, photocopying, publishing, reproduction, or distribution of any test items or materials,
3. selling or disclosing the content of test materials/test items to any person or organization, public or private (*instructors are not allowed access to the test*),
4. removing test materials from the secure locations without authorization from the test site coordinator,
5. utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items,
6. utilizing CTTC testing materials to generate another testing instrument for any purpose.

****I ATTEST THAT I AM NOT AN INSTRUCTOR FOR A CAREERTECH TRAINING PROGRAM****

Testing Liaison

Administrator's Signature

Testing Liaison Title

Administrator's Title

School Name

Telephone Number

School Address

Fax Number

Mother's Maiden Name

Testing Liaison Email Address

A copy of the Confidentiality Agreement/Testing Liaison Designation form must be sent to Robyn Drury at the CareerTech Testing Center **PRIOR** to conducting any test administrations. Email: rdrur@okcareertech.org Fax: 405.743.6885 Phone: 405.743.5413

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