



**OKLAHOMA
CareerTech**

CTTC

CareerTech Testing Center

CONFIDENTIALITY AGREEMENT

SCHOOL/ORGANIZATION:	
TEST CENTER COORDINATOR:	
MAILING ADDRESS (for certificates):	
CITY, STATE, ZIP:	
TELEPHONE:	EMAIL ADDRESS:

I, the undersigned, understand that all materials used for certification testing are proprietary and confidential. 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. Furthermore, maintaining test item security prohibits any test site staff member from the following:

1. unauthorized photocopying any test items or materials,
2. selling or disclosing the content of test materials/test items to any person or organization, public or private,
3. removing test materials from the secure locations without authorization from the test site coordinator,
4. 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,
5. utilizing testing materials to generate another testing instrument for any purpose .

Test Center Coordinator Signature

Date

Approved Testing Reader Signature

Print Name: _____

Approved Testing Reader Signature

Print Name: _____