



**TEST PROCTOR
CONFIDENTIALITY AGREEMENT
SkillsUSA Arizona Online Competitive Event Testing
State Championships 2019
Testing Dates: March 18-27, 2019**

I, the undersigned, understand that materials used for SkillsUSA competitive events testing are 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, or reproduction. Furthermore, maintaining test item security prohibits any test proctor from the following:

1. Unauthorized printing or photocopying any test items or materials, or
2. Accessing or removing test materials from the secure locations, or
3. 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, or
4. Allowing students to access events at times other than their scheduled testing time, or
5. Allowing students to test in one event more than once, or
6. Allowing instructors and others to view test content.

I understand that access to testing will be monitored by the vendor and inconsistencies will be reported to the SkillsUSA Arizona Director for investigation. I further understand that compromising test security in any way will result in the disqualification of all SkillsUSA Arizona students testing at this school. ***Proctors must be a school administrator, a non-SkillsUSA advisor, or school counselor. All exams by a program area must take place on the same day. A day is defined as any time between 6 AM to 7 PM on the same day. The proctor may schedule and time between 6 AM to 7 PM between the testing dates listed above.***

Proctor Name (Please Print):
Proctor's Signature: