

# **APPENDIX M**

## **AFTE Test Security Agreements**

## AFTE CERTIFICATION COMMITTEE SECURITY AGREEMENT

As a member of the AFTE Certification Committee, participating in any or all of the elements of the written and practical certification tests, such as design, scoring mechanism, preparation of practical test samples, etc., I, the undersigned, accept responsibility for maintaining the strict confidentiality of all examination-related materials.

I accept responsibility for protecting confidential materials and information.

I will not discuss any aspect of the test development process with which I have been involved with anyone except other AFTE Certification Committee members.

I have not and will not discuss the contents of any examination materials except with other AFTE Certification Committee members.

I will ensure that, should I serve in the capacity of Chief Proctor, Proctor Reports will be properly completed and submitted in a timely fashion.

I am aware that all examination related materials are to be kept in a secured location and that all such materials under my control will be secured when they are not in use or under my observation.

I am aware that violations of these provisions may result in termination of my AFTE membership.

I have read and understand the provisions of this Security Agreement. My signature below signifies that I agree to the terms of this agreement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **AFTE ANGOFF PANEL TEST SECURITY AGREEMENT**

In order to maintain the integrity of the AFTE certification examination process, it is imperative that strict test security precautions be followed. As a member of the Angoff Panel, you will be required to review most, if not all, of the items that have been developed for the AFTE written examinations. You will also be required to review test materials relating to the AFTE Practical Examinations. As an Angoff Panel Member you must agree to comply with the following conditions:

- 1. TEST MATERIALS MUST BE SECURED AT ALL TIMES.** Store test materials in a secure place at all times. Do not leave examination materials lying around where they can be viewed by other potential candidates. During the administration of the practical tests, do not allow others to examine the test materials or your responses to the examination exercises.
  
- 2. ALL EXAMINATION-RELATED MATERIALS MUST BE RETURNED.** Return all examination materials, including any notes made during the test administration, to the person or agency designated as responsible for exam material. Instructions on how to return the examinations materials are included in your test materials. Do not retain or copy any examination materials for your own files.
  
- 3. DISCUSSION OF AFTE TEST MATERIALS IS PROHIBITED.** Do not discuss the administration and/or results of the AFTE practical examinations with any other person, prior to the Angoff Panel meeting. You will be allowed to discuss the AFTE Practical Examinations only during the Angoff Panel meeting. After the Angoff Panel meeting, you will not be allowed to discuss the AFTE written and practical test contents with anyone, except members of the CPS staff. Discussing the test materials with other members of the Angoff Panel after the Angoff meeting has been completed is prohibited. Topics that may not be discussed with others include, but are not limited to: written examination items and responses; the contents or formats of the practical examinations; examination reference lists; test scoring standards; the identities of other Angoff Panel members; examination results; topics discussed during the Angoff Panel meeting; the results of the Angoff Panel meeting; and your evaluation/opinion of the examination.

For three years from the date of the Angoff Panel, involvement in any exam-oriented review program for prospective AFTE certification candidates is prohibited. Do not help colleagues with hints regarding the content of the examination. Prohibited activities include, but are not limited to: developing candidate review materials; coaching prospective examinees; or giving exam-oriented presentations or seminars.

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As a participant on the AFTE Angoff Panel, you will have access to confidential examination material. By signing this form, you agree to assume personal responsibility for keeping these materials secure. You also agree to avoid future activities that would compromise the security of the AFTE Certification Examinations. If you are found to have violated this security agreement, you will be expelled from AFTE and will be liable for civil action.

**I have read the foregoing and I agree to the conditions listed above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Agency: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Agency Address: \_\_\_\_\_

## AFTE PROCTOR SECURITY AGREEMENT

As a Proctor participating in the administration of examination(s) for the Association of Firearm and Toolmark Examiners, hereinafter called AFTE, I, the undersigned, accept responsibility for maintaining the strict confidentiality of all examination-related materials.

I accept responsibility for protecting confidential materials and information.

I will not discuss any aspect of the examination administration process with anyone except other designated Proctors and the AFTE Certification Committee contact person. I will not discuss the contents of any examination materials except with the AFTE Certification Committee contact person. If Cooperative Personnel Services (CPS) is involved with any aspect of this testing, discussions may be held with their contact person as well.

I will not retain, nor will I make any copies of examination-related materials. I will ensure that all examination-related materials are to be kept in a secured location and will return all materials to the AFTE Certification Committee contact person or to CPS, whichever is appropriate. All materials under my control will be secured when they are not in use or under my observation.

I will ensure that Proctor Reports are properly completed and submitted in a timely fashion.

I am aware that violations of these provisions may result in termination of my AFTE membership.

I have read and understand the provisions of this Security Agreement. My signature below signifies that I agree to the terms of this agreement without reservation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## AFTE CERTIFICATION TEST APPLICANT SECURITY AGREEMENT

As An applicant taking an AFTE Certification Test, I, the undersigned, accept responsibility for maintaining the strict confidentiality of all examination-related materials.

I will not destroy, alter, or deface any test materials.

I will not take test materials from the examination room/area.

I will not make copies, photographs, or notes of test questions, either during or following the examination period.

I will not transmit test questions in any form to any other person or entity during or after the examination.

I will not use any unauthorized notes or aids during the examination.

During the examination, I will not cheat in any way, including giving or receiving assistance or copying from someone else's test booklet/answer sheet.

I have read and understand the provisions of this Security Agreement. My signature below signifies that I agree to the terms of this agreement without reservation. I understand also that any violation of this agreement may result in termination of my AFTE membership.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SUBJECT MATTER EXPERT EXAMINATION SECURITY AGREEMENT**

California law authorizes state agencies to maintain the security of their licensing examinations. The most specific of these laws, section 123 of the Business and Professions Code, makes it a misdemeanor for any person to subvert or attempt to subvert any licensing examination or the administration of an examination. A person found guilty of these actions is liable for the actual damages sustained by the agency administering the examination, not to exceed \$10,000, and the costs of litigation. In addition, a board may deny, suspend, revoke, or otherwise restrict the license of an applicant or a licensee who has violated this section. The complete provisions of section 123 follow.

Examination material must be kept secure throughout its preparation, review, administration, and scoring. As a participant in this project, you will have access to confidential examination material. By signing this form, you are agreeing to assume personal responsibility for keeping this material secure. You are also agreeing to avoid future activities that would compromise the security of the exam. The specific examination security standards with which you are asked to comply are to:

1. Keep all exam material secure while it is in your possession.
2. Return all exam material, including any rough drafts, to the person from the licensing agency or testing firm designated as responsible for exam material. Do not retain or copy any exam material for your own files.
3. Discuss this exam only during formal exam development or review meetings. Topics that may not be discussed with others include, but are not limited to, exam items and responses, scoring standards, the identities and performances of examinees, exam results, and your evaluation of the exam.
4. For two years from this date, avoid involvement in any exam-oriented review program for prospective examinees of this licensing agency. Prohibited activities include, but are not limited to, developing review materials, coaching prospective examinees, or giving exam oriented presentations or seminars.

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I have read the foregoing and certify as requested.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Title of Examination \_\_\_\_\_

License Number \_\_\_\_\_

Social Security Number \_\_\_\_\_