

## **Test Security Policy**

The Woodcock-Johnson® IV and Woodcock-Muñoz Language Survey® contain questions that are to be used solely for testing purposes. No test items may be disclosed or used for any other reason. By accepting delivery of or using these tests, the recipient acknowledges responsibility for maintaining test security that is required by professional standards, applicable state and local policies, and the most-current Riverside Publishing catalog. Recipient also acknowledges responsibility for adhering to regulations governing proper use of tests and for complying with federal copyright law, which prohibits unauthorized reproduction and use of copyrighted test materials.

Maintaining test security is the direct responsibility of the test purchaser and/or user. Test security involves procedures for shipping, receiving, storing, disseminating, and controlling test materials. Materials should be released only to qualified persons designated as participants in the local testing program. School officials are responsible for providing in-service to ensure that all examiners are qualified to administer and use the tests. Test examiners must not reproduce the tests or paraphrase the directions when administering the tests because such practices may invalidate results. Also, administrators must follow test directions exactly as prescribed and strictly observe the administration times for timed tests to avoid invalidating the results. Practice tests may be used as an orientation to various tests. Under no circumstances, however, are old test editions to be used in place of practice tests.

Some state or local laws or regulations require that a student, parent, or guardian be allowed to review a test and/or the examinee's responses to the test. When honoring a request for test review, the school must have a representative of the school present at all times.