

Issue Date: July 15, 2024

Vermont Adult Education and Literacy Non-Disclosure Agreement (NDA)

This NDA serves as the non-disclosure agreement for the handling and use of secure content and materials used in the Vermont Adult Education and Literacy (VAEL) battery of assessments. The VAEL NDA is not limited to any one specific assessment but covers all state and federally approved assessments that serve as a placement or progress monitoring tool used in the Adult Education and Literacy program. The VAEL NDA is to be signed by anyone who has access to testing materials including but not limited to, items or item stimuli, student answer forms, and/or Personally Identifiable Information (PII). This includes anyone who may be assisting with a non-embedded accommodation, such as, but not limited to, human readers or scribes. This signed form must be kept on file, at the testing location, for a period of not less than three fiscal years after the fiscal year in which it is signed.

Non-Disclosure

By signing this form, you attest that:

- Testing materials will be kept in a secure location,
- You have taken and become certified in each assessment you will/have administered,
- You have read the Test Administration Manuals applicable for each assessment you will administer or are supporting,
- You will not disclose, share, or retain any secure test material,
- You have complied with all the rules and regulations of the Family Educational Rights and Privacy Act (FERPA),
- You have not and will not use any secure materials or test knowledge to coach or advantage students in any way on the assessment,
- You will not reproduce or post any secure testing content on any communication medium, and
- You agree that if you should see any breach of testing information, by student or staff, that you will inform your site coordinator and Linda Moreno at the Vermont Agency of Education.

Signatures

Signature

Date

Printed Name

VAEL Provider

Testing Location



Contact: Linda Moreno, Student Pathways Division, linda.moreno@vermont.gov.