



AAFCS Pre-Professional Assessment and Certification Test Site Application Stipulations

Test sites must be approved by AAFCS prior to the administration of any Pre-PAC assessments. AAFCS reserves the right to approve or deny sites based on the data collected during the Test Site Approval process. The following stipulations associated with Pre-PAC assessment purchase, registration, administration, and reporting are included in the test site application:

1. Test sites are responsible for the actions of personnel involved in the assessment process. This includes site coordinators and proctors. Personnel are expected to exercise good and reasonable effort to maintain the integrity of the Pre-PAC program and its assessments.
2. Test site personnel must comply with procedures associated with assessment purchase, registration, administration, and reporting. Procedures for each step of the assessment process are available online in the [Pre-PAC Management System](#).
3. In the event that the security of an assessment is violated or breached, test sites will be liable for penalties associated with the costs to develop a replacement assessment. Security breaches must be reported immediately to AAFCS, and test sites may be asked to provide further information.
4. Pre-PAC assessments must be administered in an environment that is monitored by a proctor who is employed at the test site and who agrees to comply with the [Pre-PAC Proctor Guidelines and Instructions](#).
 - a. Proctors for the AAFCS Pre-PAC exams must be test site employees; thus, volunteers are not able to serve as proctors.
 - b. For security and liability purposes, AAFCS **DOES NOT ALLOW** the teacher/instructor on record (who is actively teaching the content to test candidates) to be the sole proctor for test administration of their students. The teacher/instructor on record can serve as a proctor-observer for the test administration.
 - c. School and district guidelines should be followed with regard to the proctor selection.
5. Assessment items are copyrighted and cannot be reproduced in any way. Assessment items must only be administered or released to individuals who are candidates assigned to the assessment. Candidates should not have access to assessments prior to the actual time of administration.
6. Candidates with special needs may receive formally prescribed testing accommodations provided that the accommodations do not compromise assessment security and scope. Details regarding accommodations are provided in the [Pre-PAC Guidelines for Testing Accommodations/Modifications](#).

7. Only the personnel identified in the Test Site Approval Agreement (Test Site Administrator and Test Site Coordinator) will be sent the login credentials to access password-protected sites.
 - a. The log in credentials (Test Site Username and Test Site Password) are intended only for the use of the Test Site Administrator and/or Test Site Coordinator.
 - b. A Proctor Username and Proctor Password will be sent to the Test Site Administrator and the Test Site Coordinator at the time of assessment purchase. The Proctor Username and Proctor Password should be used by the proctor administering the assessment and do NOT allow access to data reports or certificates.
8. If formally requested by the department of education in the state, the test site authorizes AAFCS to comply through the release of student-level assessment data.
9. If during the course of the testing year, there is a change in either the Test Site Administrator or Test Site Coordinator identified in this agreement, the updated information must be submitted to AAFCS in writing via email to pre-pac@aafcs.org.
10. If, during the course of the testing year, there is a change to a candidate roster, the updated information must be submitted by the Test Site Administrator or the Test Site Coordinator to AAFCS through the process outlined on the [Pre-PAC Registration page](#).
11. To ensure test site security, any communication by the Test Site Administrator and/or Test Site Coordinator with AAFCS Pre-PAC staff requires the Test Site Code.

By signing and submitting the Test Site Approval agreement as the Test Site Administrator,

- I verify that I have the authority to accept liability for violations of assessment security.
- I confirm that I have read and agree to the security stipulations stated above.
- I take responsibility for ensuring compliance with testing processes and procedures.