

## Pre-Professional Assessment and Certification (Pre-PAC)

### MCCB Test Site Approval Agreement

Please check one of the following:

☐

New Test Site Approval Agreement

☐

Site Change/Update

Site Name

Address

City

State

Zip Code

Phone

Fax

The Site Administrator should be administrative/supervisory personnel who have the authority to accept responsibility and liability for the assessment program. In addition, the roles of Site Administrator and Site Coordinator include oversight of: (1) communication with AAFCS; (2) purchase of assessment and certification products; (3) test candidate registration; (4) selection of test proctor and secure testing location; (5) assessment administration; and (5) access to data results.

Name of Administrator

Title of Administrator

Email Address of Administrator

Name of Site Coordinator

Title of Site Coordinator

Email Address of Site Coordinator

The purpose of the AAFCS Pre-Professional Assessment and Certification (Pre-PAC) Test Site Approval Agreement is to protect the integrity of Pre-PAC assessments and candidate data. Test site personnel acknowledge the ethical, professional, and legal responsibilities necessary to maintain the integrity and security of the assessments, candidate data, and results. AAFCS reserves the right to seek appropriate action if violations or breaches occur regarding assessment security. Stipulations of the Test Site Approval Agreement are identified on Page 2.

*Please check each box to indicate your willingness to comply with the following stipulations associated with Pre-PAC assessment purchase, registration, administration, and reporting.*

- ☐ 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 on the Test Site Approval form.
- ☐ 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.
- ☐ 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. Test sites may be asked to provide further information.
- ☐ Site Coordinators will comply with procedures identified in the Pre-PAC Administrative Guides.
- ☐ 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.
- ☐ Assessment items must only be administered or released to individuals who are candidates assigned to the assessment. Candidates should not have access to assessments and assessment items prior to the actual time of administration.
- ☐ Assessment items are copyrighted and cannot be reproduced in any way.
- ☐ Candidates with special needs may receive formally prescribed testing accommodations provided that the accommodations do not compromise assessment security.
- ☐ Only personnel identified on the Test Site Approval Agreement will have access to password-protected sites. Passwords are required to access the assessment system and the data reporting system. Test personnel should not share their access information with candidates and should take precautions to safeguard their log-in credentials.
- ☐ Credentials to password-protected systems for assessment and data reporting will be provided to the Administrator and Site Coordinator identified on the Test Site Approval Agreement.
- ☐ If requested by MCCB, the site authorizes AAFCS to comply with the release of student-level assessment data.
- ☐ An updated Test Site Agreement will be submitted to AAFCS, if during the course of testing, there is a change in either the administrator or site coordinator named in the agreement.

---

By signing and submitting this agreement, the Administrator verifies that he/she has the authority to accept liability for violations of assessment security and takes the responsibility for ensuring compliance with testing procedures.

Signature of the Administrator \_\_\_\_\_

*Sites are encouraged to print and retain a copy of the Test Site Approval Agreement for their files.  
Please complete the form, save it, and then e-mail as an attachment to MCCB.*

*MCCB will send the completed Test Site Approval Agreement to AAFCS with the assessment order and student registration. Once received at AAFCS, test site and student credentials will be sent electronically to the individual test site administrator and coordinator.*