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## Non-Embedded Accommodations Non-Disclosure Agreement

This form serves as the non-disclosure of secure content and materials used in the Vermont Comprehensive Assessment Program (VTCAP). The Non-Embedded Accommodations Non-Disclosure Agreement (NDA) form is to be signed by any person who has access to the assessment passages, stimuli, and items on any VTCAP assessment through administration of an accommodation. Traditionally, this might be a scribe or a human reader; however, anyone who intimately delivers accommodations, supports, and has access in any way to secure testing materials, items, passages, stimuli, and/or personally identifiable information (PII) must sign this non-disclosure agreement (NDA). The NDA must be kept on file at the school for a period of not less than 3 years.

By signing this form, you attest that

- ✓ You have read the Test Administration and Accommodations Manuals for each assessment you are supporting,
- ✓ You will not disclose/share/retain any secure test material that you are required to view in order to deliver the accommodation or support,
- ✓ 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 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 child or adult that you will inform the principal immediately.

I acknowledge and accept that I am bound by the terms of this NDA prohibiting the disclosure of information regarding secure test content.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
District

\_\_\_\_\_  
School

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### Contact Information:

If you have questions about this document or would like additional information, please contact: Mabika Goma, General Assessment Coordinator, at [Goma.Mabika@vermont.gov](mailto:Goma.Mabika@vermont.gov).