



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

TEST SECURITY AGREEMENT AND STATEMENT OF RESPONSIBILITY FOR TEST DEVELOPMENT AND ADMINISTRATION STAFF

I understand and expressly acknowledge that:

The loss or disclosure of examination information or material, unintentional or otherwise, is a very serious matter as it can render a test invalid and useless. Since examinations represent a significant investment in time and money to develop and administer, any loss of test security can be very costly, disruptive and harmful to the operations of the Department of Human Resources (DHR) and/or other City and County of San Francisco (CCSF) departments. Further, the loss of examination and exam-related material undermines the public's trust and confidence in this Department, the CCSF and the merit system.

Similarly, applicant or candidate information (including, but not limited to, test answers, test scores, and personal information such as addresses, social security numbers, disabilities, etc.) must be safeguarded and kept confidential.

Everyone who is involved in test development and administration therefore has a special responsibility to uphold the public trust and merit system principles. Moreover, test development and administration staff is legally and ethically obligated to protect examination material and to maintain the confidentiality of applicant and test-related information. Everyone who participates in test development or administration must protect the value of secure examinations and observe security precautions when working with tests and test-related information. Indeed, there is no time during a test's development or administration that the security of an examination or examination-related material is not the responsibility of those who are entrusted with these activities.

I am aware of the confidential nature of my work and therefore expressly acknowledge that:

1. I may be given access to confidential data, examination material or test-related information in association with work that I perform for the CCSF. Any such material or information for which I am given access is the property of the CCSF. Dissemination of this information or material to persons other than designated, authorized CCSF representatives is strictly prohibited.
2. I may be a party to conversations or discussion wherein confidential examination-related information is discussed. Dissemination of the content of these conversations to persons other than authorized CCSF employees is strictly prohibited. I am strictly prohibited from disseminating the contents of these conversations to third parties without the express written consent of authorized Human Resource representatives of the CCSF.



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3. I must keep the content of all test questions and test-related material involving examinations developed or administered by the DHR and/or other CCSF HR departments in the strictest confidence. I may not discuss or otherwise make available to anyone outside of my test development or administration duties any test questions, answers or stimulus material.
4. I am responsible for maintaining the confidentiality of all examinations and examination-related material and must never leave such material or information unattended or unsecured. These materials at all times need to be properly safeguarded.
5. I may not participate in any examination for which I, a relative or a close personal friend, have applied in any way. Should I discover that a relative or close personal friend of mine intends to apply or actually does apply, for a particular examination in which I am or may be a participant in either test development or administration activities, or otherwise have access to examination materials, I must immediately notify DHR's Director of Recruitment and Assessment Services.
6. It is against the law to have in one's possession at any time a copyrighted test item or protected intellectual property for which one does not have permission. Test administration staff may only have such permission at the test center. Simply memorizing a test question and/or answer and writing it down later can be construed as a violation of copyright law. If test administration staff is asked to describe a test, test item(s) or answer(s) and the requested information is provided, this also may be construed as copyright infringement or a violation of intellectual property rights.
7. Study groups, test preparation businesses, etc., are known to try to acquire test material. I understand that I must be especially careful in my interactions and conversations with others regarding my test-related work and report any unusual occurrences regarding inquiries, etc. from anyone who is not an authorized Human Resource representative. Neither I nor, to the best of my knowledge, any of my relatives or close friends have any personal or business affiliation or relations with any group or organization which may have an interest in examinations developed or administered by DHR and/or other CCSF departments that conflicts with the objectives of preserving test security and maintaining the confidentiality of test-related information.
8. Unless approval is otherwise provided, I will not disclose the names of any participants including other Subject Matter Experts, Raters or myself.

In addition, I understand that I am subject to Department policies and State and local laws and rules governing the conduct of public officers and employees, including but not limited to:

- Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;



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- San Francisco Sunshine Ordinance;
- Statement of Incompatible Activities;
- Civil Service Rules; and
- Any applicable departmental policies.

I understand that I am required to report any violations, upon discovery, of the provisions stated herein committed by others, to the Director of Recruitment and Assessment, Department of Human Resources.

I understand that engaging in the activities that are prohibited by this Agreement and Statement of Responsibility, or non-adherence to the terms of this Agreement and Statement of Responsibility, may subject me to discipline, up to and including possible termination of employment or removal from office, as well as prosecution, monetary fines and penalties.

By signing this agreement and statement of responsibility, I acknowledge that it has been received, read and understood.

PRINT NAME _____

SIGNATURE _____

DATE _____