

SECURITY AGREEMENT ON THE CONTROL OF TEST MATERIALS

The U.S. Office of Personnel Management requests your cooperation in preserving the confidential nature of all examination materials.

The following controls are suggested:

1. Keep all materials pertaining to examination questions under lock and key when they are not in actual use.
2. Keep all electronic files related to the examination secure and password protected at all times, including ensuring these files are closed before you step away from your computer.
3. Permit no other person to have access to examination materials without written permission from the point of contact.
4. Avoid creating hard copies of the test items; if hard copies are required, keep them secure and destroy them as soon as possible.
5. Upon completion of your work on this project and confirmation from OPM that all materials have been received, delete all electronic copies of materials related to this examination.
6. Do not discuss the examination questions or topics with anyone outside the item review team.
7. When discussing the examination with members of the item review team, be sure others are not able to overhear your conversation.
8. Be careful to avoid inadvertently giving an undue advantage to persons whom you supervise, teach, or merely talk to, and who may take examinations containing some of the questions you have worked with.
9. Avoid disclosure of the fact that you have access to the examination materials.

Because of the importance of security considerations in examinations, we would appreciate your signing this note and returning it to us as your commitment that the foregoing types of safeguards, and any additional ones that seem desirable, will be applied. We would also appreciate your notifying us if circumstances beyond your control cause you to have any doubts as to whether the confidential nature of the materials has been maintained.

Signature: _____

Printed Name: _____

Organization: _____

Date: _____