



# Bridge Plan for Academic Validation Non-Disclosure Agreement Form

Maryland State Department of Education  
MCPS Office of Curriculum and Instructional Programs  
Department of Career Readiness and Innovative Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**MCPS Form 320-15  
November 2017**

This form is required for all personnel who work with secure materials associated with the Bridge Plan for Academic Validation materials administered by or through the Maryland State Department of Education. The school system must retain completed forms for one year following the last contact of the named person with any Maryland State Department of Education assessment material. All project monitor documents, scoring documents, completed project module(s) and student responses to project module(s) are considered "secure."

It is my understanding that the Maryland State Department of Education Bridge Plan for Academic Validation secure materials are confidential. I agree to abide by all of the regulations governing assessment administration and data reporting policies and procedures, COMAR 13A.03.04. As part of these regulations, I know that I am:

- Not to duplicate Bridge Plan for Academic Validation secure materials for any reason except as authorized by the Maryland State Department of Education directly or through the Local Accountability Coordinator.
- Not to make written notes about the topics or content of the secure Bridge Plan for Academic Validation materials unless requested to do so by the Maryland State Department of Education directly or through the Local Accountability Coordinator.
- Not to provide any part of the Bridge Plan for Academic Validation secure materials for review or other use by any other party(ies).
- Not to disseminate any of the Bridge Plan for Academic Validation secure materials to any other party(ies).
- To return Bridge Plan for Academic Validation secure materials to the representative authorized by the Maryland State Department of Education at the conclusion of any scoring or professional development activity
- Not to discuss the results of any decision regarding a local scoring panel outside the scoring center.
- I have read the [MSDE Bridge Plan for Academic Validation, Administrative Manual](#), about the role of the project monitor (page 14), the code of ethics and security regulations, and secure/non-secure materials (pages 23–25) for the Bridge Plan for Academic Validation.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (please print clearly or type): \_\_\_\_\_

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature \_\_\_\_\_ Title \_\_\_\_\_

School System: Montgomery County Public Schools

School: \_\_\_\_\_ **OR** Office \_\_\_\_\_

