



**Department of  
Civil Service**

Albany, NY 12239

**TESTING SERVICES DIVISION**

Security Agreement for Test Administration

T-250.2 (7/2015)

Title of Test:	<b>Performance Test Manager</b>
State Agency Name & Location:	
Test Administrator's Name/Title:	

**Instructions**

**Test Administrator:** (Individual who will use the Performance Test Manager to administer a typing performance test to one or more candidates)

1. Read the below listed condition statements that must be met by individuals who will be administering a Typing test.
2. Read §50.11 and §106 of the New York State Civil Service Law provided on page 2.
3. Read the affirmation statement below.
4. Sign and return a copy of this form to your Agency's Test Coordinator.

**Agency Test Coordinator:** (Individual designated and authorized by a State Agency to coordinate the administration of typing performance tests at the agency location)

1. Provide a copy of this form to every individual who will be using the Performance Test Manager to administer a typing performance test on behalf of your agency.
2. Ensure that a signed copy is obtained from the Test Administrator before the person administers a typing performance test on behalf of your agency.
3. Send all signed copies of this form to the New York State Department of Civil Service by fax to (518) 474-1605, or by mail to the following address:

Exams Control Unit – Testing Services Division  
New York State Department of Civil Service  
Albany, NY 12239

**As a Test Administrator for all tests in the Performance Test Manager, I agree to the following conditions:**

- I will not be a candidate for an examination or any examination for which the Performance Test Manager will be administered by the New York State Department of Civil Service or any other state or municipal agency.
- I will not be an applicant for an announced and/or scheduled State Civil Service examination or a State provided civil service examination in the same occupational field as this examination.
- I am not employed in a job with duties similar to those of the job for which this examination is being held.
- I am not employed by or affiliated with any organization which publishes "self-help" materials designed to assist candidates in preparing for civil service tests, or which provides training designed to assist candidates in preparing for civil service tests.
- I will not study test questions or remove test material or any materials related to the test administration from the test site.
- I will not discuss or convey to any person other than authorized civil service personnel any information concerning the examination content.
- I will not administer any examination provided by the New York State Department of Civil Service to any members of my immediate family or household, or a close personal or professional associate.

**AFFIRMATION**

I have read and understand the above stated conditions placed upon me in administering a test using the Performance Test Manager as well §50.11 and §106 of the New York State Civil Service Law provided on page 2. I agree to abide by these conditions and laws and I understand that failure to do so may result in disciplinary or other administrative action, and/or criminal prosecution.

Signed: \_\_\_\_\_

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

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**STATE CIVIL SERVICE LAW – SECTION 50.11 (in pertinent part)**

NOTE: Paragraphs a. b. and c. of this section are not applicable in this instance and are therefore omitted below.

Unlawful acts in respect to examinations administered pursuant to this chapter. A person who: ...

- d. Has in his or her possession any questions or answers relating to any such examination, or copies of such questions or answers, unless such possession is duly authorized by the appropriate authorities; or
- e. Sells or offer to sell questions or answers prepared for use in any such examination; or
- f. Uses in any such examination any questions or answers secured prior to the administration of the examination or secure the questions or secure or prepare the answers to the examination questions prior to the administration of the examination, unless duly authorized to do so by the appropriate authorities; or
- g. Discloses or transmit to any person the questions or answers to such examination prior to its administration, or destroy, falsify or conceal the records or results of such examination from the appropriate authorities to whom such records are required to be transmitted in accordance with this chapter, unless duly authorized to do so by the appropriate authorities;

...shall be guilty of a class A misdemeanor punishable by a sentence of imprisonment of six months or a fine of one thousand dollars, or both.

**STATE CIVIL SERVICE LAW – SECTION 106**

Any commissioner, or examiner, or any other person who shall willfully, alone or in cooperation with other persons, defeat, deceive or obstruct any person in respect of his or her right of examination, registration, certification, appointment, promotion or reinstatement, pursuant to the provisions of this chapter or the rules or regulations established thereunder or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of this chapter, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall impersonate any other person, or permit or aid in any matter any other person to impersonate him, in connection with any registration or application or request to be registered, shall for each offense be deemed guilty of a misdemeanor.