

# ACE End of Course Projects Non-Disclosure Agreement

This form is required of all personnel who work with the End of Course Project materials administered by or through the Oklahoma State Department of Education. The school system must retain completed forms for at least five years following the last contact of the named person with any End of Course Project materials.

It is my understanding that the ACE End of Course Project materials are confidential. I agree to abide by all of the regulations governing test administration and data reporting policies and procedures, including the regulations associated with the End of Course Projects. As part of these regulations, I know that I am:

- Not to duplicate ACE End of Course Project materials for any reason except as authorized by the Oklahoma State Department of Education.
- Not to make written notes about the topics or content of the ACE End of Course Project materials unless requested to do so by the Oklahoma State Department of Education.
- Not to provide any part of the ACE End of Course Project materials for review or other use by any other party(ies).
- Not to disseminate any of the ACE End of Course Project materials to any other party(ies).
- Not to discuss the topics and/or specific content of the ACE End of Course Project materials with any other party(ies) unless requested to do so by the Oklahoma State Department of Education.
- To return ACE End of Course Project materials to the representative authorized by the Oklahoma State Department of Education by the agreed-upon date.

---

Name (please print clearly)

Date

---

Signature

Title

---

District

School