



## On-Entry Program



# Principal's/Administrator's Confidentiality Agreement

## Literacy Module 1 Numeracy Module 1

Being an annual assessment program, On-Entry Assessment documents directly related to content require security. Accordingly, any person who has access to peruse or distribute any of the information, documents and/or materials is required to complete this Confidentiality Agreement.

- Copies of the interviews are **not** to be made in any form.
- Paper copies are made available to schools **only** where internet access is unreliable or intermittent and should be destroyed after the interviews have been completed.

### 1. RECIPIENT'S OBLIGATIONS

The Recipient (the Principal and administrator) must keep information confidential by:

- (a) keeping secret and confidential all Confidential Information
- (b) use all Confidential Information solely for the purpose it is provided for
- (c) not copying or recording in any other form any part of the Confidential Information
- (d) storing all On-Entry Assessment resource material securely before and after the assessment period.

### 2. RECIPIENT DOES NOT OWN THE INFORMATION

The Recipient (the Principal and administrator) acknowledges that this agreement does not:

- (a) transfer to it any intellectual property rights in the Confidential Information
- (b) oblige the Educational Measurement Branch to disclose any Confidential Information to the Recipient.

### 3. AFTER THE ASSESSMENT

**3.1** On completion of the assessment interview the Recipient (the Principal and administrator) must:

- (a) Ensure that any hard copy interviews used by teachers are destroyed (relevant only to schools using any hard copy of the interviews)
- (b) Ensure that the hard copy of each individual's record sheet has been destroyed once the data has been uploaded (relevant only to schools using any hard copy of the interviews)
- (c) Collect and securely store in the On-Entry file/s, for future use, **all** materials related to the on-Entry program.

**3.2** Obligations of confidentiality under this agreement continue to apply to after 2011 implementation.

### 4. DEFINITIONS

**Confidential Information** means (whether or not in a material form and whether disclosed before or after the date of this agreement) any information of whatever kind disclosed or revealed by the Educational Measurement Branch to the Recipient that is by its nature confidential, is designated as confidential or which the Recipient knows or ought reasonably to know is confidential.

# FAX BACK FORM

## CONFIDENTIALITY AGREEMENT – Principal and Administrator

### On-Entry 2011 Literacy Module 1 and Numeracy Module 1

TO: On-Entry Team Educational Measurement Branch Department of Education	FROM: _____
DATE: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> /2011	SCHOOL/OFFICE: _____
NO OF PAGES: 1	SCHOOL CODE: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
FAX NUMBER: 08 9264 4045	

I/we \_\_\_\_\_ and, (where applicable) \_\_\_\_\_ of  
Name of principal Name of administrator

\_\_\_\_\_ agree to the terms of this Principal's and  
Name of school  
Administrator's Confidentiality Agreement.

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: //2011

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_ DATE: //2011

WITNESS: \_\_\_\_\_  
print name

WITNESS SIGNATURE: \_\_\_\_\_ DATE: //2011

#### Register this form by:

Email [onentry@det.wa.edu.au](mailto:onentry@det.wa.edu.au) OR  
Fax 9264 4045 Attention: On Entry – Educational Measurement

**THIS FORM MUST BE REGISTERED BY 4PM FRIDAY 11 FEBRUARY 2011**

#### OFFICE USE ONLY

##### This form has been noted

- ☐ This school has requested the interviews as a hard copy in 2011.  
☐ This school has not requested the interviews as a hard copy in 2011.

Signed \_\_\_\_\_ Dated \_\_\_\_\_