

Limited Access Security Agreement (LASA)

I. Purpose of Agreement

The Limited Access Security Agreement (LASA) is intended to protect the mutual interests of all public agencies and officials that use test materials obtained from the International Public Management Association for Human Resources (IPMA-HR), as well as the interests of persons who take such tests. As a condition for making test materials available, IPMA-HR requires that all personnel handling test materials, who are not TSA signers, sign this agreement and fulfill its terms.

II. Terms and Conditions

The individuals who sign this agreement accept, on behalf of the named agency, the responsibility of complying with the following terms and conditions.

A. All IPMA-HR test materials are the exclusive property of IPMA-HR and are rented to customers on a lease only basis.

B. LASA signers are required to keep test materials under lock and key at all times outside of test administration. All IPMA-HR test material in the possession of the named agency will be handled and stored in a manner that will prevent unauthorized persons from having access to it. All LASA signers should view the *How to Keep Tests Secure* Video on the IPMA-HR Website.

C. Authorized personnel include TSA signers, signers of this agreement and the following two exceptions:

i. During the test review phase subject matter experts (SMEs) who are not signers may need to review the test in relation to their selection process or may need access to our tests in order to provide input for local validation or transportability studies. In this case, a TSA signer must be present during the review meetings and must ensure that the SMEs are never left alone with the tests or allowed to take them from the meeting site.

ii. IPMA-HR would prefer that a TSA or LASA signer be the only ones handling test materials, however we understand that non-signers are often used during test administration for proctoring. Proctors may be assigned to assist on test administration day and should be briefed on test security measures. Proctors may assist the test administrator by distributing and collecting test materials and by monitoring the test room. However, they should never be left alone with the test materials at any time.

D. While LASA signers may order and handle all test materials, they may not be received or opened directly by a signer to this agreement. Only the TSA signers have those rights.

E. Test materials obtained from IPMA-HR will be used only for the official purposes of the named agency in testing candidates for employment and promotion. No individual has the permission to loan, give, sell or otherwise make available any IPMA-HR test material to any organization or individual. This includes but is not limited to copying, photographing or otherwise reproducing IPMA-HR test material for the purpose of study, publication, distribution or administration.

F. Under no circumstances can IPMA-HR test materials provided to candidates during a test administration be reused. This includes but is not limited to used test booklets and test information packets (TIPs). During a test administration each candidate must be provided with sealed and unused test materials. Used test booklets should either be returned to IPMA-HR or securely destroyed by shredding, incineration, or other methods of destruction. Unused test materials may be returned to IPMA-HR for credit or kept under lock and key for future test administrations at the discretion of the TSA signers.

G. An agency will designate a new LASA signer whenever they want to add an additional or a new individual as being authorized to order and administer IPMA-HR test materials without being able to receive them directly.

H. A current TSA must be on file prior to submitting this agreement.

I. A Primary TSA signer must authorize all new LASA signers, and must match the Primary Signer on the agency's TSA documentation.

III. Completing the Agreement

IPMA-HR requires that all LASA signers are employees of the designated agency who handle testing; both administration and/or scoring. These personnel will be responsible for ordering and administering IPMA-HR tests materials, but will not directly receive the test shipments.

IV. Termination of Agreement

IPMA-HR retains the right to terminate this agreement and withhold or recall its test materials if it believes the terms and conditions of this agreement are being or have been violated.

Parties to the Agreement

The parties to this Test Security Agreement are the International Public Management Association for Human Resources (IPMA-HR) and the public agency named below.

A. AGENCY NAME

AGENCY NAME _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

TELEPHONE _____

FAX _____

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions:

B. ORIGINAL TSA PRINCIPAL SIGNER

NAME _____

TITLE _____

SIGNATURE _____

DATE _____

C. DOCUMENT SIGNER(S)

FIRST SIGNER (PLEASE PRINT) _____

TITLE _____

TELEPHONE _____

E-MAIL _____

SIGNATURE _____

DATE _____

SECOND SIGNER (PLEASE PRINT) _____

TITLE _____

TELEPHONE _____

E-MAIL _____

SIGNATURE _____

DATE _____

RETURN BY MAIL TO:
IPMA-HR, 1617 Duke Street, Alexandria, VA 22314

RETURN BY FAX TO:
(703) 684-0948

RETURN BY E-MAIL TO:
assessment@ipma-hr.org