

## Appendix C: Maintenance of Teamwork KSA Test Security and Copyright Compliance

### Maintenance of Test Security and Copyright Compliance

Qualified

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Since the *Teamwork-KSA Test* is a psychological testing instrument, each user must understand and comply with the following basic principles of test security and copyright laws:

1. Subjects taking the test may not receive test answers prior to taking the test.
2. Subjects may not be allowed to retain possession of the test at any time, but may be allowed to review its contents after they have taken the test provided that they do so in the presence of individuals qualified to use and interpret the test properly.
3. Access to test materials, including the answer key, must be limited only to qualified individuals with a legitimate professional interest and who agree to safeguard all test materials.
4. Test scores may be released only to: (a) individuals qualified to interpret them; and (b) individual subjects, who may view only their respective scores, but who may also be given general information concerning group averages, distributions, norms, percentiles, and so on. When scores are reported back to subjects, care must be taken to ensure that their performance on the test is properly understood.
5. Test materials and questions, including especially the answer key, may not be photocopied, paraphrased, or reproduced in any form or by any means, except with the written permission of the copyright holder. Requests to copy any test materials must be directed to the copyright holder: Michael J. Stevens, Ph.D., Weber State University, Goddard School of Business and Economics, 3802 University Circle, Ogden, UT (84408), 801-810-5062 (or email requests to [mjstevens@weber.edu](mailto:mjstevens@weber.edu)).

If you are the intended user or qualified representative for your institution, please sign below to indicate your agreement to comply with the above conditions.

User's Signature:



Please Print Name: HALA ABDULQADER