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| State of Wisconsin  Department of Administration  Division of Personnel Management  DOA-15540 (C3/2017) | **WISCONSIN**  **PERSONNEL PARTNERS**  **EXAM SECURITY AGREEMENT** | 101 E Wilson Street, 4th floor  PO Box 7855  Madison, WI 53705-7855  (608) 266-1088  Fax: (608) 267-1000  E-mail: [wpp@wisconsin.gov](mailto:wpp@wisconsin.gov)  Website: <http://wpp.wi.gov> |

**DIRECTIONS: Please read this Exam Security Agreement carefully. If you agree, sign and date the form below.**

The undersigned will have access to and knowledge of confidential testing information, including examination questions.

The undersigned agrees to keep the testing information confidential; and not to copy the materials, discuss them with anyone; or allow any other person to have access to them.

The undersigned acknowledges, under the provisions of ss. 63.14 (2), 63.38, 63.17, 63.52 (1), and/or 230.43 (1) and (3), Wis. Stats., any person who, alone or in cooperation with one or more persons, engages in any the following activities, whether willfully or through culpable negligence, shall be guilty of a misdemeanor and shall, on conviction thereof, be punished by a fine of not less than $50 nor more than $1,000, or by imprisonment for not more than one year in the county jail or both:

* Defeats, obstructs, or deceives a person desiring to take an examination;
* Corruptly or falsely marks, grades, estimates or reports upon the examination or proper standing of any person examined;
* Makes false representations concerning an exam, scoring or the person examined;
* Furnishes to any person any special or secret information for the purposes of either improving or injuring the prospects or chances of any person examined, or to be examined, of being appointed, employed or promoted; OR
* Personates any other person, or permit or aid in any manner any other person to personate him or her, in connection with any examination, registration, application, or request for examination or registration.

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Wisconsin Personnel Partners is a program of the State of Wisconsin, Department of Administration, Division of Personnel Managment (“Division”). The Division has completed a state-wide job analysis study demonstrating the job-relatedness of this exam for its intended use. It is the user’s responsibility to obtain sufficient evidence that the skills measured by this exam are valid job requirements and to ensure that the hiring process, and all applications of this exam complies with all applicable laws, regulations and professional guidelines for employee selection. The user agrees that the Division is not liable for any damage or expense incurred by the user arising from any third party claim.

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| Exam Title: |  | Exam Number: |  |
| Print Name: |  | Jurisdiction: |  |
| Signature: |  | Date: |  |

*Signature above indicates understanding that all materials and information gained during the staffing process are considered special or confidential within the meaning of ss. 63.14 (2), 63.38, 230.43, Wis. Stats. and must be kept confidential and may not be copied, discussed, or allowed to be accessed by anyone not specifically authorized by the Division.* *A violation of this agreement is a misdemeanor punishable by fine of not less than $50 nor more than $1,000 or by imprisonment for not more than one year in the county jail or both under ss. 63.17, 63.52(1), or 230.40, Wis. Stats*.