

CERTIFICATION OF ADHERENCE TO LOCAL SCANNING PROCEDURES

District: _____ **System Test Coordinator:** _____

School Test Coordinator (where applicable): _____

Check the appropriate response. Give a full explanation for all items for which the response was "NO." Attach the explanation on an additional sheet. Please return to your System Test Coordinator. System Test Coordinators must email/fax this completed/signed document to the GaDOE EOCT Assessment Specialist (and retain a copy locally) immediately after local scanning is complete.

YES NO

- [] [] The system and/or school test coordinator was responsible for ensuring that only certified educators scanned End-of-Course Tests (EOCT) answer documents.

- [] [] The system test coordinator participated in training provided by the Georgia Department of Education and Pearson. In addition, training was provided for all personnel responsible for scanning documents prior to actual scanning.

- [] [] The system and/or school personnel adhered to all of the procedural guidelines and other instructions provided by the Georgia Department of Education and/or Pearson relating to the appropriate scanning and handling of EOCT answer documents.

- [] [] System/School personnel confirmed that all quality checks and proper scanner maintenance has occurred BEFORE local scanning begins.

- [] [] A minimum of two certified employees were present at all times during the scanning process.

- [] [] If any possible unethical behavior occurred during the scanning process, it was reported as an irregularity to the Assessment Administration Division at the Georgia Department of Education and/or the Educator Ethics Division of the Professional Standards Commission.

- [] [] The system and/or school test coordinator verified that all bubbled information was accurate and complete and that the correct answer key was selected prior to beginning scanning.

- [] [] The complete file was submitted to Pearson for reporting immediately after scanning.

- [] [] The system has accounted for and stored all scanned answer documents in a secure location immediately after the conclusion of scanning. All voided or unused answer documents have been destroyed at the system level. **NO UNUSED DOCUMENTS WERE RETURNED TO PEARSON. DO NOT RETURN SCORED DOCUMENTS TO PEARSON UNTIL REQUESTED.**

- [] [] All scanned answer documents will be returned immediately upon receipt of the return shipping labels that will be provided after the close of the state testing window. Failure to do so will result in the system forfeiting the use of local scanning in the future.

All personnel involved in the local scanning of EOCT answer documents must sign below that the information provided on this form is accurate and complete.

Required Signatures:

_____ **Date** _____
System Test Coordinator

_____ **Date** _____
Superintendent

Others involved in local scanning must sign below:
