



Principal's Certification Adherence to Prescribed Test Administration Procedures

System Test Coordinators should copy and distribute this form to all Principals prior to each administration. Principals should sign the form and return to the System Test Coordinator once all materials are verified and returned to the system. System Test Coordinators should receive a signed copy of this form after each administration. **This form must be retained at the system level for five years.**

Check the appropriate response. Give a full explanation for all items for which the response was "NO." Attach the explanation on an additional sheet.

Test Administration: _____

YES NO

- 1. Test materials were properly inventoried and stored in a secure location prior to test administration. This is inclusive of online testing tickets/log-ins.
- 2. A building level official was responsible for test material distribution and storage while materials were in the school and was held accountable for all test booklets sent to that building.
- 3. This school adhered to all written regulations and procedures relating to testing and test administration, including the distribution and collection of test materials, test security, use of test results, and department testing dates established in the **Student Assessment Handbook, System and School Test Coordinators' Manual(s), Assessment Guides**, and assessment supplements and correspondence.
- 4. If any possible unethical behavior occurred regarding testing policies and procedures, the Professional Practices Section of the Professional Standards Commission has been notified.
- 5. The principal reviewed and approved test administration plans.
- 6. Building level personnel were oriented to appropriate administration procedures.
- 7. Students with disabilities and/or students who received ESOL services received accommodations in accordance with their IEPs, IAPs, or EL/TPC Plan.
- 8. All students appropriately participated in the Statewide Student Assessment Program.
- 9. System and/or building administrative personnel monitored testing sites.
- 10. The school has accounted for testing materials in accordance with instruction in the Student Assessment Handbook, School Test Coordinators' Manual(s), and Assessment Guides.

School

School Test Coordinator (Signature)

Date

Principal (Signature)

Date

Return this completed form to the System Test Coordinator when test materials are verified and returned.