

Examiner Certification of Adherence to Prescribed Test Administration Protocols
 (To be reviewed prior to testing; to be completed **after** test administration)

Yes	No	N/A	Test Administration Protocols
			Participated and completed all training related to test administration, test security, and ethical behavior.
			The Examiner's Manual was thoroughly reviewed prior to the first testing session.
			Reviewed and followed all procedures in handling all administration materials.
			All secure testing materials were carefully counted when received. Any discrepancies were reported to the school test coordinator and were successfully resolved.
			All testing materials were kept in a secure location while in the examiner's possession and no one was allowed to record, copy or make a conscious mental note of any testing item, answer document and/or student response. This includes all online testing authorization tickets, codes and rosters.
			Provided all necessary materials for testing as outlined in the Examiner's Manual.
			All procedures for testing as given in the Examiner's Manual, including reading of all directions to students, word for word, was followed.
			Proper classroom control was maintained and kept students on task during the testing period by actively circulating and monitoring students throughout the testing session(s) . This includes ensuring that student electronic devices were not present/used in the testing setting and/or were collected per local school/system procedures.
			No student left the room during a testing session. If an emergency or urgent personal need (i.e., restroom, illness, other) did necessitate a student exit, it was documented on the proper form provided by the school test coordinator.
			Monitored test administration and communicated with the School Test Coordinator and/or the Technology Coordinator or designee when test administration, technology, and/or student issues arose.
			Returned all test materials to School Test Coordinator immediately after testing each day, including special format tests, such as Braille or large print.
			Ensured no content-related instructional materials were displayed in the testing site.
			Was familiar with and provided all accommodations as necessary to students.
			While students were assisted with procedural aspects of the test, no assistance was offered which could have altered/influenced a student's response to any test item.
			Along with direct administrator supervision, at the conclusion of testing, inspects answer documents for only the purposes stated in the Student Assessment Handbook.
			The use of reference materials was not allowed unless specified in the Examiner's Manual.
			A roster of students was maintained and turned into the School Test Coordinator.
			Complied Georgia Professional Standards Commission: Standard 10: Testing An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to: 1. committing any act that breaches Test Security; and 2. compromising the integrity of the assessment
If answered No to any protocols, please provide an explanation below:			

Test: _____ School: _____ Grade: _____

Print Name: _____ Position: _____

Examiner's Signature: _____ Date: _____