

## Appendix E: Examiner's Certification of Adherence to Prescribed Test Administration Procedures

Check appropriate response and explain any problems relating to security or administration procedures, which may have occurred. Use an additional sheet, as necessary.

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Examiner participated in all test security and test administration training. <i>Examiner's Manual</i> was thoroughly reviewed prior to the first testing session.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All secure testing materials were carefully counted when received. Any discrepancies were reported to the School Test Coordinator and were successfully resolved.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. 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 documents and/or student responses. This includes all online testing authorization tickets, codes, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All procedures for testing as given in the Examiner's Manual, including readings of all directions to students, word for word, were followed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. No student left the room during a testing session. If an emergency or urgent personal need (i.e., restroom) did necessitate a student's exit, an explanation can be found on the back of this sheet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Proper classroom control was maintained, and students were on task during the testing period. This includes ensuring that student electronic devices were not present/used in the test setting and/or were collected per local school/system procedures.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Along with direct administrator supervision, at the conclusion of testing, inspects answer documents for only the purposes stated in <i>the 2019-2020 Student Assessment Handbook</i> .   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. The use of reference materials was not allowed unless specified in the <i>Examiner's Manual</i> .   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. A roster of students was maintained and turned in to the School Test Coordinator along with an answer document for each student taking all or part of the test.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. All testing materials issued were carefully counted and returned to the School Test Coordinator.   |

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_