

**Examiner's Certification of Adherence to Prescribed  
Test Administration Procedures**

School \_\_\_\_\_ Assessment: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

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

- ( )    ( ) 1. The *Examiner's Manual* was thoroughly reviewed prior to the first testing session.
- ( )    ( ) 2. All Testing Materials were carefully counted when received. Any discrepancies were reported to the School Test Coordinator and were successfully resolved.
- ( )    ( ) 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.
- ( )    ( ) 4. All procedures for testing as given in the *Examiner's manual*, including readings of all directions to students word for word, were followed.
- ( )    ( ) 5. No student left the room during a testing session. If an emergency situation did necessitate a student's leaving, an explanation can be found on the back of this sheet.
- ( )    ( ) 6. Proper classroom control was maintained and students were on task during the testing period.
- ( )    ( ) 7. While students were assisted with procedural aspects of the test, no assistance was offered which could have influenced a student's response to any test item.
- ( )    ( ) 8. With direct administrator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic and identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
- ( )    ( ) 9. The use of reference materials was not allowed unless specified in the Examiner's Manual.
- ( )    ( ) 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.
- ( )    ( ) 11. All testing materials issued were carefully counted and returned to the School Test Coordinator.

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

Date \_\_\_\_\_