



MILLER COUNTY PUBLIC SCHOOLS

Jimmy Phillips
Interim Superintendent

School Test Coordinator's Certification Adherence to Prescribed Test Administration Procedures

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

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1. Test materials were properly inventoried and stored in a secure location prior to test administration.

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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.

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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.

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4. If any possible unethical behavior occurred regarding testing policies and procedures, the system level testing coordinator and/or Superintendent has been notified.

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5. The principal reviewed and approved system testing administration plans.

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6. Building level personnel were oriented to appropriate administration procedures.

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7. Students with disabilities received accommodations in accordance with their IEPs or IAPs.

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8. All students appropriately participated in the Statewide Student Assessment Program.

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9. System and/or building administrative personnel monitored testing sites.

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10. The school has accounted for and disposed of testing materials in accordance with instructions in the **Student Assessment Handbook, System and School Test Coordinators' Manual(s) and Assessment Guides**.

School Code

Principal Date

School Test Coordinator Date