Randolph County School System
Test Security and Procedures Audit

School____________________  Test:____________________
Principal________________________
Main Test Coordinator____________________
Backup Test Coordinator____________________

TEST SECURITY
Secure Handling of Test Materials
- location of materials:____________________
  locked  □ yes  □ no
  school personnel with access:____________________

- distribution/collection of materials:____________________
  secure procedure  □ yes  □ no
  summary of procedure____________________

PREPARATION FOR TESTING
Training of Administrators/Proctors
- administrator training:
  Date____________________  Location____________________
  □ whole group  □ planning period  □ other
- proctor training:
  Date____________________  Location____________________
  □ whole group  □ planning period  □ other

Do you or another school administrator participate in test administrator training?  □ yes  □ no
**Test Materials cannot be released until document is returned**

- Do you use parents for proctors during testing?  
  □ yes  □ no
  approximate number: __________

### TEST ADMINISTRATION

**Testing Policies**
- Have the following materials been reviewed with your staff members this year?
  1) Testing Code of Ethics  □ yes  □ no
     □ yes  □ no

**Testing Environment**
- What measures are in place to ensure that the rooms used for testing do not contain unauthorized material?

- Do you conduct day before testing walkthroughs?  
  □ yes  □ no

**Testing Day Procedures**
- How do you monitor testing sessions in your building?
- Other personnel involved in monitoring
- How does editing take place in your building?
  - Location
  - When
  - Who
  - OTHER CONCERNS/SPECIAL NEEDS

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Principal’s Signature/Date  
School Test Coordinator’s Signature/Date

LEA Test Coordinator’s Signature/Date
Test Materials cannot be released until document is returned

Test Name: _____________________________________________________________

Days Testing: _________________________________________________________

Date/test

Approximate start and completion time for test: ____________________________

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<th>Administrator</th>
<th>Proctor</th>
<th>Location/Room Number</th>
<th>Setting</th>
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Backup administrators: ________________________________________________

Backup proctors: ________________________________________________________