

Test Materials cannot be released until document is returned



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

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- 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
 - 2) Testing Security Procedures and Protocol for School Personnel
 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

Principal's Signature/Date

School Test Coordinator's Signature/Date

LEA Test Coordinator's Signature/Date

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Test Name: _____

Days Testing: _____

Date/test

Approximate start and completion time for test: _____

Administrator	Proctor	Location/Room Number	Setting

Backup administrators: _____

Backup proctors: _____