



Principal'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 additional sheet.

YES NO

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| | | 1. Test materials were properly inventoried and stored in a secure location prior to test administration. |
| | | 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. |
| [] | [] | 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. |
| [] | [] | |
| [] | [] | Fall Test Administrations: (July — Dec.) GKAP-R, GHSGT/GHSWT, NRT, EOCT Spring Test Administrations: (Jan. — May) Grade 5 Writing, MGWA, GKAP-R, GHSGT/GHWT, NRT, CRCT, GAA, Grade 3 Writing Other: NAEP |
| | | 4. The system has reported and provided any and all documentation about testing irregularities to the appropriate program manager at the Georgia Department of Education. |
| | | 5. If any possible unethical behavior occurred regarding testing policies and procedures, the Educator Ethics Division of the Professional Standards Commission has been notified. |
| [] | [] | 6. The principal reviewed and approved test administration plans. |
| [] | [] | 7. Building level personnel received training in appropriate administration procedures. |
| [] | [] | 8. Students with disabilities or students who received Limited English Proficiency services received accommodations in accordance with their IEPs, IAPs, or ELL/TPC Plan. |
| [] | [] | 9. All students appropriately participated in the Statewide Student Assessment Program. |
| [] | [] | 10. System and/or building administrative personnel monitored testing sites. |
| [] | [] | 11. The school has accounted for testing materials in accordance with instructions in the Student Assessment Handbook, School Test Coordinators' Manual(s), and Assessment Guides. |
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| System Name | Date |
| School Test Coordinator | Date |
| Principal | Date |

Return this completed form to the System Test Coordinator when test materials are returned.

System Test Coordinators should copy and distribute this form to all Principals. Principals should sign the form and return it in December and in May to the System Test Coordinator. System Test Coordinators should receive a signed copy of this form as documentation for the superintendent prior to returning the **Superintendent's Certification of Adherence to Prescribed Test Administration Procedures (Form 0385)** to the Testing Division.