



# MIAMI-DADE COUNTY PUBLIC SCHOOLS | SCHOOL PROCEDURAL CHECKLIST

**Assessment(s)** (e.g., Access for ELLs, FSAA – Performance Task, Algebra 1 Retake, B.E.S.T. EOCs, FAST Reading/Math, Science, FCLE, GTMYP, AAGTP, etc.):

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**Testing Year:** \_\_\_\_\_  
**Testing Cycle:**  
 FALL                      SPRING  
 WINTER                 SUMMER

Documentation that the \_\_\_\_\_ at each school was supervised by the principal in accordance with the guidelines and procedures established by Miami-Dade County Public School district is required. This form must be completed by the school principal and the School Assessment Coordinator; include in the District Assessment Coordinator (DAC) - Administrative Records (DAC-AR) submission and retain at the school for one year following administration. If any item was marked "No", a written report of any exceptions to the procedures below must be attached to this checklist when submitted.

We certify that, to our knowledge, all guidelines and procedures outlined in the \_\_\_\_\_ Program Guide / Test Administration Manual for computer-based and / or paper-based administrations have been strictly adhered to at this school, and that each of the following specific processes have taken place as prescribed, as noted below:

N/A    Yes    No

Boxes of test materials were received and counted at the time of delivery and immediately stored in a secure location. Test materials were properly inventoried within 24 hours, and any discrepancies were reported by telephone and in writing to Student Assessment and Educational Testing prior to the test administration.

This school adhered to all written test security guidelines and procedures relating to testing and test administration. This includes the distribution, collection, and management of secure test materials, use of test results, and district testing dates as established in the District Testing Calendar, Standards, Guidelines, and Procedures for Test Administration and Test Security Handbook, and any supplementary materials and correspondence.

Prior to the test administration, all staff involved in the \_\_\_\_\_ administration were trained on appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items and / or content of paper-based and / or computer-based tests, either in a faculty meeting, a grade group or department meeting, or individually, if absent from scheduled group meetings.

The principal has reviewed and approved test administration and security plans that include testing schedules and contingency plans in case of emergencies during testing.

The \_\_\_\_\_ was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization (computer-based testing, paper-based testing, testing with accommodations).

Following testing, all test materials were accounted for according to the guidelines in the \_\_\_\_\_ manual. Any missing materials were reported immediately, by telephone and in writing, to Student Assessment and Educational Testing.

All "To Be Scored" and "Not To Be Scored" materials, as applicable by program, were returned by the designated date(s), as directed, to the appropriate vendor or to the Test Distribution Center, using the appropriate vendor return labels and UPS return labels as applicable.

The District Assessment Coordinator (DAC) Administrative Records (AR) have been scanned and uploaded or originals delivered to the Test Distribution Center. After upload or delivery, the DAC-AR and the District Assessment Coordinator (D A C) – Student Work Records (SWR) materials have been boxed, labeled, and stored in the school's secure locked storage.

The Test Administration and Security Agreement Forms and the Test Administrator Prohibited Activities Agreement Forms have been scanned and uploaded or originals delivered to the Test Distribution Center. After upload or delivery, school originals/copies have been stored in secure locked storage.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Assessment Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Number