



MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

TESTING PROGRAM

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 the original completed form in the District Assessment Coordinator Only box and retain a copy 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:

Yes	No	
___	___	All _____ testing materials were received and counted, and any discrepancies were reported and reconciled with the Test Distribution Center prior to the test administration. After reconciliations, if any, our school had sufficient quantities of _____ materials to conduct testing.
___	___	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 _____ 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, by telephone and in writing, to Student Assessment and Educational Testing.
___	___	Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____ manual.
___	___	All "To Be Scored" documents were delivered to their prescribed destination on the designated date(s).
___	___	All "Not To Be Scored" materials have been boxed and stored in a secure, access-restricted area. These materials will remain in locked storage until pickup by the contracted carrier <u>or</u> delivery to the Test Distribution Center, according to the program guidelines.

Principal's Signature

Date

School Assessment Coordinator's Signature

Date

School Name

School Number