

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

**Spring 2019 FSAA - Performance Task TESTING PROGRAM**

Documentation that the **Spring 2019 FSAA - Performance Task** 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 **Spring 2019 FSAA Performance Task** Test Administration Manual 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 <b><u>Spring 2019 FSAA - Performance Task</u></b> 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 <b><u>Spring 2019 FSAA - Performance Task</u></b> materials to conduct testing.
___	___	Prior to the test administration, all staff involved in the <b><u>Spring 2019 FSAA - Performance Task</u></b> administration received the appropriate test administration and security procedures. The Test Security Guidelines / Procedures were reviewed with all persons administering or having access to test items.
___	___	The <b><u>Spring 2019 FSAA - Performance Task</u></b> was administered following the explicit directions stated in the appropriate test administration manual to assure test standardization.
___	___	Following testing, all test materials were accounted for according to the guidelines in the <b><u>Spring 2019 FSAA - Performance Task</u></b> manual and Procedure Guide.. Any missing materials were reported, by telephone and in writing, to Student Assessment and Educational Testing.
<u>N/A</u>	<u>N/A</u>	Following computer-based testing, all content was purged from the Proctor Caching computer(s) according to the guidelines in the _____ manual.
<u>N/A</u>	<u>N/A</u>	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 delivery to the Test Distribution Center, according to the program guidelines.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Level Coordinator's Signature

\_\_\_\_\_  
Date

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

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