

MIAMI-DADE COUNTY PUBLIC SCHOOLS

SCHOOL PROCEDURAL CHECKLIST

Spring 2018 FSAA - Performance Task TESTING PROGRAM

Documentation that the Spring 2018 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 Envelope 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 2018 FSAA - Performance Task Procedural Manual / Test Administration Manual for 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:

Table with 3 columns: Yes, No, and Description. Rows include: All Spring 2018 FSAA - Performance Task testing materials were received and counted...; Prior to the test administration, all staff involved...; The Spring 2018 FSAA - Performance Task was administered following...; After the Spring 2018 FSAA - Performance Task was administered responses were entered...; Following testing, all test materials were accounted for...; N/A N/A Following computer-based testing, all content was purged...; N/A N/A All "To Be Scored" documents were delivered...; All "Not To Be Scored" materials have been boxed and stored...

Principal's Signature

Date

School Level Coordinator's Signature

Date

School Name

School Number