

PSSA Test Security Responsibilities Checklist Monitoring Checklist

Responsibilities

School Level

Building Principal

- ___ Coordinates the school's test administration
- ___ Orders the sufficient quantity of test materials for the school
- ___ Appoints the school test coordinator
- ___ Disseminates test security procedures to the students and to the parents
- ___ Monitors the test administration
- ___ Reports suspected test security issues to the district coordinator and the district superintendent
- ___ Investigates school test security irregularities when appropriate

School Test Coordinator

- ___ Serves as school contact person to the district on test administration and test security
- ___ Attends training sessions conducted by the district test coordinator
- ___ Maintains test security of all testing materials before, during, and after testing
- ___ Communicates with the district test coordinator regarding test administration and test security

Before Test Administration

- ___ Signs for and inventories test materials
- ___ Verifies that appropriate quantities of test materials have been received and orders additional materials if necessary
- ___ Conducts training sessions for all staff that will be participating in the administration of the assessments
- ___ Reviews and maintains test security procedures with the test administrators
- ___ Schedules test locations and sessions

___ Identifies required accommodations to be used by the students

During Test Administration

___ Distributes test materials to test administrators

___ Monitors testing sessions

___ Ensures that testing sessions are administered according to the testing schedule

___ Ensures that students are supervised at all times

___ Ensures that no unauthorized visitors are in the testing sites

___ Ensures that students are not prompted or assisted with answers before or during the testing

___ Notifies the principal immediately about circumstances that interrupt test administration

___ Verifies that special populations are correctly assessed and accommodations are properly implemented

___ Notifies the principal immediately about any test security violations

___ Collects test materials from test administrators immediately after testing

After Test Administration

___ Verifies that all test materials have been returned and the packaging procedures are followed

___ Notifies principal of any missing materials

___ Assembles materials for collection by DRC according to the collection schedule and verifies that the proper packaging procedures were followed

___ Ascertains that no secure materials are in the building beyond the deadline for returning the materials

___ Ensures that student answers are not reviewed after testing

Test Administrator

___ Communicates with school test coordinator regarding test administration and test security questions

___ Administers test consistent with established testing procedures

___ Covers or removes materials that relate to the testing content

___ Informs students of proper test taking procedures

___ Discusses test security procedures with the students

___ Monitors the students during testing

___ Follows procedures for returning test booklets and required materials to school test coordinator

___ Signs off on the return of test booklets and materials