



NEW MEXICO Public Education Department

PRINCIPAL'S VERIFICATION FORM

(TEST SECURITY, STAFF TRAINING AND ACCOMMODATIONS REQUIREMENTS)

I verify that the trainings for the listed procedures and communications are in place for all state-mandated testing.

- Secure storage of state-mandated testing materials with limited access is in place.
- Procedures established for access to secure materials and records of each transfer of materials during the testing cycle are established.
- All staff informed of test material copyright laws and appropriate test practice activities.
- The School Principal, School Test Coordinator (STC), Test Administrators (TAs), Proctors, and Hall Monitors, and any staff who handle tests are required to receive test security training by the District Test Coordinator or School Test Coordinator prior to testing in the fall and spring of each year. Sign-in sheets with printed name, signature, and position of each attendee will be retained at district level for five years.
- All Test Administrators have received and been trained in the Test Administrator's Checklist.
- All Test Administrators administering the NMAPA, the ACCESS and the W-APT have met training requirements for administration. Evidence is kept at the district.
- Before the assessment, I have reviewed all accommodations and verified the accommodations are appropriate and documented in the IEP, 504 Plan, or ELL Plan.
- During the assessment, I have verified students have received their assigned accommodations as prescribed by the IEP, 504 Plan or ELL Plan.
- I have verified that students did not receive accommodations they were not officially assigned. We will invalidate any student assessment that has received non-allowable accommodations.

Principal Printed Name:		Principal Signature:	
School Code:		School Name:	
District Code:	District Name:		Date:

Please send to your superintendent and keep a copy in your school's files for 5 years from the date above.