

NM Public Education Department

Principal's Verification of Test Security, Staff Training, and Accommodations Requirements

I verify that the following is true for all state-mandated testing for the semester.

	The School Principal(s), School Test Coordinator(s) (STC), Test Administrators (TAs), Proctors, Hall Monitors, and any staff who handled tests received test security training by the District Test Coordinator (DTC) or STC prior to testing each semester. Sign-in sheets with printed name, signature, and position of each attendee will be retained at the district level for five years.
	All staff followed set procedures for storage, chain of custody, and return of all testing materials to the contractor in accordance with the PED policies and packing and shipping instructions in the Test Coordinator Manual (TCM).
	All TAs administering the NMAPA, the EL assessments (ACCESS, WIDA Screener, W-APT), and other assessments requiring individual online training met training requirements for administration. All training certificates will be retained at district level for five years.
	All STCs and TAs met licensure requirements.
	Students received assigned accommodations as prescribed on IEPs, 504 Plans, and/or EL Plans.
	STCs properly reported possible test irregularities to DTCs or PED within three days of the event. Tests were voided or scores invalidated for any students who received inappropriate accommodations, were discovered with electronic equipment on their person, or who were administered the test inappropriately.

Sign within 10 business days of the end of testing for each semester.

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 five years from the date above.