

School Training Log for All Individuals Involved in Test Administration

Purpose

This form documents the proper training of all persons involved with administering statewide summative assessments of ELA, Math, and/or Science in the State of Vermont. **This document needs to be kept on file at the school for a period of 3 years.**

School Name: _____ District Name: _____

School Test Coordinator (facilitating training): _____

Any individual involved in test administration (e.g., Test Administrator, Alternate Assessment Test Administrator, proctor) must be trained by the School Test Coordinator (SC). By signing this training log, individuals are agreeing to the following assertions.

- ✓ I have been trained during this school year by my School Test Coordinator (SC) on the topics of:
 - test security (including identifying and reporting a test impropriety, irregularity, or breach)
 - proper test administration procedures
 - Tasks to be completed before, during, and after testing
 - Creating a secure test environment
 - Establishing appropriate testing conditions (including supplies/devices)
 - Providing appropriate accommodations and supports to students
- ✓ I have reviewed the Test Administration Manual (TAM) or User Guide for every assessment I will be involved with administering and understand that I must follow the protocols documented in the TAM for administering these assessments.
- ✓ I have been provided with contact information for my district's District Test Administrator (DA) and Alternate Assessment District Test Administrator (ADA).

Print Name	Training Date	Signature	ELA/Math/Science

Contact Information:

If you have questions about this document or would like additional information, please contact: Mabika Goma, General Assessment Coordinator, at Goma.Mabika@vermont.gov.

