

School Test Coordinator Training Log

Purpose

This form documents the proper training of School Test Coordinators (SC) at every school in Vermont administering a statewide summative assessment in ELA, mathematics, and/or science. **This document needs to be kept on file at the SU/SD for a period of 3 years.**

School Name: _____ District Name: _____

Name of District Test Administrator (training facilitator): _____

Every school must have an appointed School Test Coordinator who oversees the test administration. DAs are responsible for training all SCs in their SU/SD. By signing this training log, School Test Coordinators are agreeing to the following assertions.

- I have been trained during this school year by my DA on the topics of:
 - test security (including identifying and reporting a test impropriety, irregularity, or breach)
 - proper test administration
 - Tasks to be completed before, during, and after testing
 - When and how to submit a test appeal
 - Creating a secure test environment
 - Establishing appropriate testing conditions (including supplies/devices)
 - Providing appropriate accommodations and supports to students
- I have reviewed the Test Coordinator Manual (TCM) for every assessment I will be involved with administering and understand that I must follow the protocols documented in the TCM for overseeing administration of these assessments.
- I have been provided with contact information for my SU/SD’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:

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