

# Principal

The following checklist outlines the principal's responsibilities in state assessment.



Annual training is required for all staff who administer or assist with the administration of a state assessment.

- Attend Coordinator Training.
- Include information about test practices and security protocols in the school staff handbook so that school personnel know the testing policies, ensuring that all students can show what they know, and that each student is tested fairly.
- Work with DC to identify School Test Coordinator(s).
- Work with the DC and SCs to ensure that all staff who administer or assist with the administration of a state assessment complete required trainings and review the required resources for their position.
- Ensure adequate student supervision and staffing levels during testing.
- Review, sign, and submit the School Site Security Report as required by OSPI. This report must be completed with signatures and returned to the DC by no later than five business days at the close of the school's test administration.