

# School Site Security Report

School/Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Administration:

- Smarter Balanced/WCAS
- WIDA Assessments
- WA-AIM

This report must be completed by School Test Coordinator (SC). Refer to the *Professional Assessment Standards, Security, Appeals, and Reporting Guidelines* for additional information.

When completing this report:

- All **No** responses must be explained in the **Note Exceptions and Local Action Taken** section below.
- The **Not Applicable** box is used when a situation does not apply to the administration and no further information is necessary.
- Supporting documentation for this report should be included when reporting.
- Submit the completed report to the District Assessment Coordinator (DC), with SC and Principal signatures, no later than five business days after testing concludes in the school.

**Did all school staff receive training in test administration, security procedures, and reporting requirements?** This includes, but is not limited to, staff who oversee administration activities, who administer or proctor state tests, or staff who handle secure materials?

- Yes       No

**Did the DC approve the school's Test Security and Building Plan and test schedules?**

- Yes       No

**Did all school staff follow the school's documented Test Security and Building Plan?**

- Yes       No

**Were all secure materials kept in locked, limited-access storage areas, while following a chain- of-custody for checking materials out to TAs just prior to each test session and then immediately inventorying and checking materials back in at completion of each session?**

- Yes       No       Not Applicable

**Were any materials that might help students answer test questions covered or removed from the test location?**

- Yes       No

**Were students provided access to all required accessibility features, as documented?**

- Yes       No

**Did you actively monitor test sessions throughout the school?**

- Yes       No

If accommodated paper booklets were used, were student responses transcribed into a standard form test booklet?

Yes       No       Not Applicable

If assistive technologies were used was secure information removed from the testing device and network?

Yes       No       Not Applicable

Were all ancillary papers distributed during testing sessions (e.g., scratch paper, glossaries), collected, accounted for, and securely destroyed?

Yes       No       Not Applicable

Have all secure test materials been returned to the DC, following the chain-of-custody in the Test Security and Building Plan?

Yes       No       Not Applicable

Have you reported all test incidents to the DC?

Yes       No       Not Applicable

Were all required security, training, and reporting documents returned to the DC? This includes staff security reports, test schedules, test security and building plans, etc.

Yes       No

Note exceptions and local actions taken.

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Attachments submitted with this report.

School Test Coordinator Printed Name: \_\_\_\_\_

School Test Coordinator Signature: \_\_\_\_\_

Principal Printed Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Submit this original report (complete with wet or electronic signature) to the DC for retention. Retain a copy for school records. This report should be retained at school or district and available for audit, according to district retention policy.