Training Log for State Testing
Washington Comprehensive Assessment Program (WCAP)

District: _____

School: _____

Assessment: ☐ Smarter Balanced   ☐ Smarter Balanced Off-Grade Level

☐ WA-AIM   ☐ WCAS   ☐ WIDA

Administration: ☐ Fall (WA-AIM only)   ☐ Spring   ☐ WIDA Screener

Date: _____ / _____ / _____

Assurances—all individuals overseeing test administration activities, administering or assisting in the administration of state tests, and individuals handling secure testing materials must attend required training related to state testing.

Your signature below (ink to paper or digitally signed) acknowledges that you have received training and have been made aware of testing protocol standards.

RCW 28A.635.040, RCW 42.56.250, and WAC 181-87-060 provide penalties for the unauthorized review, use, or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration. It is unlawful for any person having access to any question or questions prepared for the examination of common school pupils to directly or indirectly disclose the same before the time appointed for the use of the questions in the examination of pupils. Further, it is unlawful to directly or indirectly assist any person to answer any question. Testing incidents must be reported to your supervisor, School Test Coordinator, and District Assessment Coordinator. Unprofessional conduct must be reported to the OSPI Office of Professional Practices at 360-725-6130.

Printed Name	Signature

Washington Office of Superintendent of PUBLIC INSTRUCTION

FRN 1005.WCAP   9/26/2022   pg. 1 of _____

Retain a copy at school district according to district retention policy and have available for state audit.

Training Log for State Testing
Washington Comprehensive Assessment Program (WCAP)

Printed Name	Signature

Washington Office of Superintendent of PUBLIC INSTRUCTION

Retain a copy at school district according to district retention policy and have available for state audit.