

District Security Checklist

ACCESS for ELLs™ Check List

Spring 2009

District:

School:

DIRECTIONS: The District Test Coordinator must be sure that the School Test Coordinator has signed the Agreement to Maintain Confidentiality before issuing secure test materials. The School Test Coordinator must sign the District Security Checklist form when secure test materials are issued. The School Test Coordinator's signature confirms that he/she has received the materials listed below and that he/she will require test administrators to sign the school security checklist and the Agreement to Maintain Confidentiality before issuing secure test materials.

School Test Coordinator Signature: _____

Date: _____

NOTE: The District Test Coordinator should keep a copy of all signed forms, including the agreements to maintain security, the District Security checklist, and the School Security checklist. The School Test Coordinator should keep one copy of all completed forms and return the original to the District Test Coordinator with the secure test materials.

Grade	Materials	# of copies
Kindergarten	Test Booklets	
	Administrator's scripts	
	Student Response Booklets	
	Student Activity Board	
	Cards and Pouch	
1-2 Tier A	Test Booklets	
	Administrator's scripts	
1-2 Tier B	Test Booklets	
	Administrator's scripts	
1-2 Tier C	Test Booklets	

Grade	Materials	# of copies
	Administrator's scripts	
1 -2	Speaking Tests	
3-5 Tier A	Test Booklets	
	Administrator's scripts	
3-5 Tier B	Test Booklets	
	Administrator's scripts	
3-5 Tier C	Test Booklets	
	Administrator's scripts	
3-5	Speaking Tests	
6-8 Tier A	Test Booklets	
	Administrator's scripts	
6-8 Tier B	Test Booklets	
	Administrator's scripts	
6-8 Tier C	Test Booklets	
	Administrator's scripts	
6-8	Speaking Tests	
9-12 Tier A	Test Booklets	
	Administrator's scripts	
9-12 Tier B	Test Booklets	
	Administrator's scripts	
9-12 Tier C	Test Booklets	
	Administrator's scripts	
9-12	Speaking Tests	
Test Administrator Manuals		