

School Security Checklist

ACCESS for ELLs™ Check List

Spring 2009

District:

School:

DIRECTIONS: The School Test Coordinator must make sure that the test administrator has signed the Agreement to Maintain Confidentiality before issuing secure test materials. The test administrator must date and sign this form when secure test materials are issued. The School Test Coordinator must sign this form when secure test materials are returned.

NOTE: 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	Receiving Test Administrator's Signature	Date & Time Received	School Test Coordinator's Signature	Date and Time Returned
Kindergarten	Test Booklets					
	Administrator's scripts					
	Student Response Booklets					
	Student Activity Boards					

Grade	Materials	# of copies	Receiving Test Administrator's Signature	Date & Time Received	School Test Coordinator's Signature	Date and Time Returned
	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					
	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					

Grade	Materials	# of copies	Receiving Test Administrator's Signature	Date & Time Received	School Test Coordinator's Signature	Date and Time Returned
	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						