

Principal Checklist

The School Principal will be trained in test security and certify that all staff has received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them. Additionally prior to handling test materials or administering any portion of the NMSAP, all educators involved with these assessments will have been provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials.

The Principal will certify the following:

Completed	Task
	Assure all students are assessed.
	Assure all Test Administrators are certified.
	Ensure all TAs have completed the required training before administering the New Mexico Alternate Performance Assessment (NMAPA) or the ACCESS for English Learners (ELs).
	Ensure all Test Administrators receive the Test Administrator's Checklist.
	Provide a locked central storage for assessment materials with assigned keys only for the STC and the principal.
	Ensure test materials are never left unattended or locked overnight in a classroom.
	Ensure test materials are never removed from the school.
	Ensure the school testing schedule is followed exactly as assigned by the DTC/STC.
	Ensure all students receive an appropriate testing environment that will assure fair student results.
	Ensure a standardized test administration to all students.
	Ensure cell phones and/or all other electronic devices are not being used while testing is in session.
	Ensure all instructional materials displayed on classroom walls and student desks are removed prior to the assessment administration.
	Has reviewed all assigned accommodations and assure proper accommodations are provided for eligible students.
	Assure non-eligible students are not provided accommodations.
	Strictly monitor TAs during the assessment by conducting periodic walk-throughs.
	Prohibit reclassification of student(s) for the sole purpose of not having that student participate in the NMSAP.