

## CHECKLIST for Principal's Required Documentation of Test Security

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\_\_\_\_\_ The Rhode Island Department of Elementary and Secondary Education (RIDE) shall investigate ***all*** potential violations. As such, principals must report ***any testing violations/irregularities*** (such as cases involving noncompliance with testing procedures) as well as any ***potential security violations*** by providing written details to the *District Testing Coordinator* as soon as principals become aware of any testing violations or any breaches of test security. It is the responsibility of the district superintendent—*on behalf of school principals*—to provide a written report of all potential violations of RIDE's test administration or security procedures to:

**Dr. Kevon Tucker-Seeley**

Office of Instruction, Assessment and Curriculum  
Rhode Island Department of Elementary and Secondary Education  
255 Westminster Street, 4<sup>th</sup> Floor  
Providence, RI 02903  
Telephone: 222-8494  
Fax: 222-3605

**OR**

Email: [Kevon.Tucker-Seeley@RIDE.RI.Gov](mailto:Kevon.Tucker-Seeley@RIDE.RI.Gov)

\_\_\_\_\_ Before returning testing materials at the conclusion of testing, the principal will:

1. Complete the online *Principal's Certification of Proper Test Administration* form for ***each grade***
2. Print and sign the completed forms
3. Make 1 copy of ***each*** completed form to retain for school records
4. Forward the completed *Principal's Certification of Proper Test Administration* forms to the ***District Testing Coordinator*** (Note: Please do ***not*** send these forms to RIDE or to Measured Progress).

\_\_\_\_\_ Each school will provide and/or maintain copies of the following documentation:

Documents	# of copies to keep at <i>School</i> *	# to send to <i>District Testing Coordinator</i>
<i>Principal's Certification of Proper Test Administration</i> forms (for <b><i>each grade</i></b> )	1 (per grade)	1 (per grade)
<i>Affirmation of Test Security</i> forms signed by <b><i>each</i></b> person who handled or had contact with secure test materials (for <b><i>each grade</i></b> )	0	1
All completed <i>Test Booklet Tracking Sheets</i> (for <b><i>each grade</i></b> )	1	0
Written details (if any) about issues or concerns regarding noncompliance with testing procedures or potential security violations	1	2 (2 <sup>nd</sup> copy is for RIDE)

\* Copies of all forms or reports should be kept on file until the close of the following school year's test administration.