

Principal's Required Documentation of Test Security Checklist

- Report any **noncompliance with testing procedures** or **potential security violations**, by providing written details, to your district administration as soon as you become aware of them.

It is the responsibility of the superintendent, on behalf of any and all school principals, to report in writing, all potential violations of the Rhode Island Department of Education's test administration or security procedures, to:

Dr. Kevon R. Tucker-Seeley
Office of Instruction, Assessment and Curriculum
Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903
Telephone: 222-8494
Fax: 222-3605

OR

Email: kevon.tucker-seeley@ride.ri.gov

The Rhode Island Department of Education shall investigate all potential violations.

- Each school will also provide and maintain the following documentation:

Keep at School *	Forward to District Testing Coordinator	Documents
1	1	Signed copies of the <i>Principal's Certification of Proper Test Administration</i> , found online, for each grade tested at the school.
0	1	<i>Affirmation of Test Security NECAP Science Assessments</i> signed by each person who handled or had contact with secure test materials.
1	2	Written details about issues or concerns regarding noncompliance with testing procedures or potential security Violations.
* Keep on file by the school until the close of next year's test administration.		