



**Testing Staff Verification of Training**

Please complete the form below:

<b>School Name</b>	
<b>Building Assessment Coordinator</b>	
<b>Building Principal</b>	
<b>District Name</b>	
<b>District Assessment Coordinator</b>	
<b>Assessment</b>	

It is the District and/or Building Assessment Coordinator’s responsibility to ensure that all staff involved in testing are trained in test administration and assessment security as they pertain to each staff members role and the assessment being administered.

All training materials are required to be retained for three years.

**Complete the information below on the Test Administration Training provided by the district/building pertaining to the staff role.**

	<b>Test Administration Training</b>	
	<b>Date</b>	<b>Description of Training Provided</b>
<b>Building Assessment Coordinator</b>		
<b>Test Administrator/Proctor/Supports and Accommodations Provider</b>		
<b>Room/Hall Monitor (if used)</b>		

Complete the information below on the Test Security Training provided by the district/building pertaining to the staff role.

	Assessment Security Training	
	Date	Description of Training Provided
Building Assessment Coordinator		
Test Administrator/Proctor/Supports and Accommodations Provider		
Room/Hall Monitor (if used)		

Complete staff information and mark the boxes for verification of completed training. (Please add more lines as necessary)

Staff Name	Testing Role	Test Security Training Completed		Test Administration Training Completed		Signed OEAA Security Compliance Form on File	
		Yes	No	Yes	No	Yes	No