## APPENDIX E: Sample Interview of School Test Coordinator

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| School Name: |
| School Principal: |
| School Test Coordinator: |
| Interviewer: |
| Interviewee: |
| Date of Interview: |

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|  | Item | Code\* | Comments |
| 1 | Was the School Principal or School Test Coordinator able to produce a schedule of the testing occurring that day? |  |  |
| 2 | When not being used for a test administration, are test tickets/booklets stored in a secured, locked location with limited access?  Did you see the locked secure storage space? |  |  |
| 3 | Did you see an organized plan for distributing and returning materials to Test Administrators on each day of testing?  Were materials for the observed test administration(s) handled consistent with the plan? |  |  |
| 4 | Does the School Test Coordinator have a signed *Test Security and Student Data Privacy Agreement* for everyone that is in contact with the test?  Did you see signed agreements for the Test Administrator/Proctor(s) involved in the observed test administration(s)? |  |  |
| 5 | Is there evidence that Test Administrators and Proctors have been trained in test administration and test security?  Did you see documentation that such training occurred for the Test Administrator/Proctor(s) involved in the observed test administration(s)? |  |  |
| 6 | Once the observed test administration was completed, were secure materials immediately delivered to the School Test Coordinator? |  |  |

\*Use Codes: NA = Not Applicable 1= Exemplary 2=Acceptable 3=Minor Issue 4=Major Issue