## 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