



## Maine Assessment Security Handbook

### APPENDIX C: Assessment Schedule

Assessment schedules must include the following information and be retained by the district or school for one year beyond the assessment administration.

- Principal
- SAU
- District Assessment Coordinator
- School Name
- School Assessment Coordinator
- Location of Assessment Session
- Date, Start Time, and End Time
- Assessment/Grade/Subject/Session/Form
- Assessment Administrator for each session

District:					Principal:			
School:					District Assessment Coordinator:			
Date:					School Assessment Coordinator:			
Assessment	Grade	Subject	Session	Form	Location	Assess. Admin.	Start Time	End Time
<i>Math</i>	<i>4</i>	<i>Math</i>	<i>2</i>	<i>13</i>	<i>Room 17</i>	<i>Mrs. Smith</i>	<i>9:00</i>	<i>9:50</i>