## APPENDIX E: Interview of School Assessment Coordinator

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

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|  | Item | Code\* | Comments |
| 1 | The School Principal or School Assessment Coordinator provided a schedule of the assessments occurring. |  |  |
| 2 | Please share the location of tickets/booklets when not in use for assessment administration.  |  | Is the location locked with limited access? |
| 3 | Please share how you distribute and return assessment materials to the Assessment Administrators  |  | Were materials for the observed administration(s) handled consistently with the plan? |
| 4 | Please provide copies of the *Security and Student Data Privacy Agreement* for everyone that is in contact with the assessment.  |  | Did you see signed agreements for the Assessment Administrator/Proctor(s) involved in the observed administration(s)? |
| 5 | Please provide all documentation demonstrating all Assessment Administrators and Proctors have been trained in assessment administration and security.  |  | Is documentation that such training occurred for the Assessment Administrator/Proctor(s) involved in the observed administration(s) also available? |
| 6 | Please share next steps at the conclusion of the assessment administration.  |  | Were materials taken directly to the School Assessment Coordinator? |

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