

APPENDIX E: Interview of School Assessment Coordinator

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

	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 <i>Security and Student Data Privacy Agreement</i> 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