

Superintendent's Checklist

Please note: This checklist does not replace the assessment policy, nor is it an exhaustive list of requirements. It is simply a list of reminders which will assist during the SBA testing window. The Superintendent shares responsibility in maintaining test security with everyone involved in the administration of the NMSAP.

The Superintendent will certify the following:

Completed	Task
	Ensure that standardized tests are handled, stored, prepared for, and administered in accordance with this rule and in accordance with any precautionary instructions provided with the tests.
	Designate one district test coordinator and additional school test coordinators for the purpose of delegating the duties necessary to carry out compliance with this rule.
	Assure the district test coordinator attends standardized test training workshops provided by the PED twice annually.
	Assure the district test coordinator hold a valid PED certified school instructor, counseling, or administrator license.
	Guarantee the district test coordinator and school test coordinators have been given a copy of this rule (6.10.7.1 NMAC) together with any written district policies relating to standardized test preparation, administration, and security.
	Assure the district test coordinator conducts assessment training workshops for the school test coordinators and other district and school personnel twice annually and all checklists are distributed to Test Administrators, Proctors, Principals, School Test Coordinators and District Test Coordinators.
	Collect the Principal's Verification Forms from all school principals; the forms ensure the principals and their staff have been trained and all accommodations have been appropriately provided.
	Sign off on the Superintendent's Verification form which assures that all Principal's Verification forms (training and accommodations forms) have been collected.
	Adhere to the test administration order and schedules established by the PED.
	Prohibit the reclassification of student(s) for the sole purpose of not having the student participate in any state assessment.
	Require all district staff to report any improper behavior regarding state assessments; breach of security, loss of test materials, failure to account for test materials, or any other deviation from required security procedures shall immediately report that information to the principal and the DTC.