



# Kentucky Summative Assessment (KSA) and Quality of School Climate and Safety (QSCS) Survey District Assessment Coordinator (DAC) Certification of Proper Test Administration

I certify that, to the best of my knowledge:

- Everyone involved with the state-required assessments and operational survey has received training on the Administration Code for Kentucky’s Educational Assessment Program and, if appropriate, the Inclusion of Special Populations in the State-Required Assessment and Accountability Program. Records of training and participants are maintained on file in the school or district.
- Everyone involved with the state-required assessments and operational survey has read and signed a copy of the Appropriate Assessment Practices Form (located in the Test Administration Manual), the Nondisclosure Agreement Form, the Administration Code for Kentucky’s Educational Assessment Program, and, if appropriate, the Inclusion of Special Populations in the State-Required Assessment and Accountability Program. Copies of the signatures are maintained on file in the district.
- Every effort was made to administer the state-required assessments and operational survey to all students.
- Checks and processes to monitor appropriate test security have been completed, including required seating charts, room location codes and Student Honor Code.
- Student information in the Student Data Review and Rosters (SDRR) system was completed properly for every student enrolled on the first day of the testing window, whether he/she was tested; and
- The test was administered in accordance with the directions in the Test Administration Manual (TAM) and grade-level scripts.

Further, I certify that:

- All test materials are being returned to the vendor as directed. If any test materials have inadvertently been left in the district, they will be secured and returned to the vendor immediately.
- I have informed the Kentucky Department of Education of any inappropriate incidents involving secure test materials that have occurred in my district. This includes reproduction of test materials (in whole or in part), sharing answers to test questions, and improper test administration procedures or inappropriate accommodations; and
- I have received and will maintain all Building Assessment Coordinators’ Certifications of Proper Test Administration in my district.

District Assessment Coordinator

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

All District Assessment Coordinators must remit to the Office of Assessment and Accountability (OAA) the completed Certification of Proper Test Administration form through Google Forms at <https://forms.gle/3pAV35uBoVYWKupt5>. Submissions via email will not be accepted.