



## Kentucky Academic Standards Online Social Studies Field Test District Assessment Coordinator's 2021 Certification of Proper Test Administration

I certify that, to the best of my knowledge:

- Everyone involved with the state-required assessments 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 online field tests has read and signed a copy of the Appropriate Practices Form, 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 online field tests to all students enrolled in tested grades;
- Checks and processes to monitor appropriate test security have been completed, including required seating charts and Student Honor Code; and
- The test was done in accordance with the directions in the Test Administration Manual and Grade-Level Scripts.

Further, I certify that:

- All test materials are being submitted or returned to the vendor as directed;
- I have informed the Kentucky Department of Education of any inappropriate incidents involving secure online test materials that have occurred in my district; 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 \_\_\_\_\_

District \_\_\_\_\_

Date \_\_\_\_\_

All District Assessment Coordinators must remit to the Office of Assessment and Accountability the completed Certification of Proper Test Administration form by email to [tammy.bradley@education.ky.gov](mailto:tammy.bradley@education.ky.gov)