



**Kentucky Grade 10 Reading and Mathematics
Online Field Test
District Assessment Coordinator's
2018-2019 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 state-required online assessments 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 state-required online assessments to all students enrolled in grade 10;
- Checks and processes to monitor appropriate test security have been completed, including required seating charts, room location codes and Student Honor Code; and
- The test was done in accordance with the directions in the District and Building Assessment Coordinator's Manual and Test Administrator's Manual/Script.

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 Standards, Assessment and Accountability the completed Certification of Proper Test Administration form by e-mail to (loretta.johnson@education.ky.gov).