

# GENERAL ASSESSMENT INFORMATION (Please include a divider for each section below)

## 1. Coversheet

- Date/test administration
- Campus name & logo
- CTC's Name
- Principal's Name

## 2. Campus Documentation

- Secure testing Materials Storage Certification-FormSpace .The plan should include:
  - Location of testing materials
  - Person(s) with access to "Secure Room"-where testing materials are stored
    - Must be limited to two people (ex. CTC and Principal)
  - Materials check in/out procedures
  - Procedures for transporting secure materials if relocation occurs
- Campus Plan for Emergency Procedures During State Assessments-FormSpace
  - The plan includes what TA's and students are to do with their testing materials in the event of an emergency

## 3. Campus Procedures

- Checklists
  - For Test Administrators
  - For relievers
- Campus Personnel Duties during testing days
  - Hallway duties
  - Restroom monitors duties
  - Office Staff duties
  - Attendance Clerk/Home Visitor duties

# TESTING DAY REQUIRED INFORMATION

## 4. School Map

- Testing sites including monitors and relievers

## 5. Daily Testing Schedules

- Lunch times included

## 6. Testing Rosters w/TAs name and location

- Include type of testing & Accommodations (if any)

## 7. Other Documentation-Samples of:

- Restroom logs
- Cell phone oaths (staff & students)
- Seating Charts
- Monitor/Reliever Logs



Brownsville ISD

Campus Monitor Binder Format