

**Texas Assessment of Knowledge and Skills  
POLICIES and PROCEDURES CHECKLIST**

**Security of Test Materials**

- Training Certification (filed at District Level)
  - Sign in sheets for district training for Principals and Coordinators
  - Sign in sheets for test administrator/monitor training (filed at Campus Level\*)
  - PowerPoint Presentation

*\*filed at District Level after each testing session is completed*
  
- Security Oaths with Proper Signatures (before and after testing)
  - Campus Testing Coordinator (filed at District Level)
  - Campus Principal (filed at District Level)
  - All Test Administrators (filed at Campus Level\*)
  - All Hallway/Relief Monitors (filed at Campus Level\*)
  - General Oaths for All Test Administrators, Hallway/Relief Monitors\*

*\*filed at District Level after each testing session is completed*
  
- Documentation of Test Administrator and Monitor Assignments
  
- Test Rosters for all students required to test (Do not include TAKS-ALT students)
  - Small group
  - Individual administration
  - Oral administration
  - Large Group
  
- Secure Storage Area and Access
  - Key Blocs with only 2 keys
  - Secure Storage Site Certification (filed at District Level)
  - Campus Testing Coordinator Assignments (filed at District Level)
  - Shipment Verification Forms (Campus Plan)
  - Restricted Access
  - Exclusive use for TAKS test materials
  - Inventory Process of Test Materials (Campus Plan)
  
- Incident Reporting Process Checklist
  
- Map of Testing Areas and Assignments
  
- Seating Charts
  - student location
  - student name
  - student test booklet number
  - test site
  - description of test site
  - test subject and grade
  - test date and administration
  - test administrator name
  - name of relief monitor
  - relief times

*\*filed at District Level after each testing session is completed*

- Distribution and Retrieval of Test Materials
  - Only certified/trained personnel can handle materials
  - Bins for Transporting Materials
  - Control Form for Check In/Check Out
  - Teachers Count test booklets and materials before initialing out box
  - Campus Coordinator counts test booklets and materials before initialing in box
  - All booklets and materials are counted before moving students
  - Extended day process
    - Identify students/notify parents
    - Collect testing materials
    - Complete new control forms
  - Code Answer Documents
    - Score
    - Test Version
    - Accommodations
    - Form Number
  
- Procedures for Breaks
  - In classroom
  - Monitor Students
  - Snacks
  - Secure Test Materials
  
- Procedures for Bathroom Breaks
  - Hall pass
  - One student at a time from testing room
  - Monitors stationed at the restrooms
  - No talking in the hallway or bathrooms
  
- Procedures for Lunch Break
  - Secure Test Materials
  - Monitor Students
  
- Emergencies
  - Student safety first
  - Lock classroom door
  - Procedures for campus evacuation or shelter in place
  - Copy of district Emergency Preparedness Procedures