

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



Assessment • Research • Evaluation

Brownsville ISD

Campus Monitor Binder Format