



State of Vermont  
1 National Life Drive, Davis 5  
Montpelier, VT 05620-2501  
[education.vermont.gov](http://education.vermont.gov)

[phone] 802-828-1130  
[fax] 802-828-6430

Agency of Education

## District Test Administrator's Certification of Proper Test Administration

District: \_\_\_\_\_ School: \_\_\_\_\_

District Admin (DA): \_\_\_\_\_ School Year: \_\_\_\_\_

**This certification is submitted for:**

- Smarter Balanced ELA  Smarter Balanced Math  VT Science Assessment  VT Physical Education  VTAA ELA  VTAA Math  VTAA Science  VT Alt Physical Education  Access 2.0 for ELL

I certify that the assessment(s) were administered in accordance with the principles and procedures outlined in the Test Coordinators and Test Administrators Manuals. Specifically, by checking below, I certify that each of the following key components of test administration has been addressed as indicated in the manuals:

- All test administrators have been provided with copies of test administration manuals and test accommodation manuals, and required to review both prior to administering the assessment;
- All test administrators have been fully trained in proper test administration procedures and have been provided access to training modules as appropriate;
- All test administrators and other school staff who have access to test materials have been fully trained in test security measures and procedures. Test security has been maintained throughout the testing window, including keeping all tests under lock and key when not in use by students;
- Students have not been provided access to secure testing materials prior to assessment, nor have secure materials been used in any form or fashion to prepare the students for testing;
- All test administrators have been observed by the principal or his/her designee during testing to ensure that key elements of test administration and test security have been applied during the test sessions. Specifically, students have not been prompted or provided assistance beyond that which is permitted as part of standard test administration procedures;
- All staff involved with test administration have been informed and understand that violations of these principles may result in invalidation of test results, or in the case of overt cheating, possible revocation of the individual's license to teach in Vermont.

DA Signature: \_\_\_\_\_ Date: \_\_\_\_\_