



Verification of School Training

Spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies

This form must be filled out by the School Assessment Coordinator, signed by the School Principal, and submitted to CSI as documentation that **all** school personnel who come in contact with the assessments before, during, and after the spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies administration have been trained.

Trainings must be comprehensive and interactive, and must include:

- School Determined Policies and Procedures,
- Test Security,
- Standardized Environment,
- Test Administration,
- Providing Student Testing Accommodations (as necessary),
- Test Administrator Role vs. Teacher Role, and
- An opportunity for questions/answers.

This form certifies that within **[School Name:]** _____, the School Assessment Coordinator (SAC) and **all** Test Administrators, Test Examiners, and other appropriate school personnel (e.g., School Technology Coordinator, Sensitive Data personnel) have been trained in **all** aspects of the administration of the state assessments, including handling of materials, security, and ethical administration practices. On the lines below, specify the dates that trainings were completed for all Test Administrators/Examiners, and Technology Coordinators in your school for the spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies assessments.

SAC training completion date for CMAS: Math, ELA, Science and Social Studies Spring 2020: _____

Test Administrator training completion date for CMAS: Math, ELA, Science and Social Studies Spring 2020: _____

SAC training completion date for CoAlt: Math, ELA, Science and Social Studies Spring 2020: _____

Test Examiner training completion date for CoAlt: Math, ELA, Science and Social Studies Spring 2020: _____

Technology Coordinator training completion date for CMAS and CoAlt: Math, ELA, Science and Social Studies Spring 2020: _____

*I have verified that school trainings took place on the dates as listed above, and that **all** individuals involved in the spring 2020 CMAS and CoAlt: Math, ELA, Science and Social Studies administration have been trained.*

Principal's Name (print)

Date

Principal's Signature

SAC's Name (print)

Date

SAC's Signature

This completed form must be saved electronically with a file name indicating the **school name, form name, and the date on which the document was saved** (e.g., District A_Verification of District Training_031220). Then, the completed form must be **emailed to csi_assessment@csi.state.co.us** prior to beginning CMAS and CoAlt: Math, ELA, Science and Social Studies assessment administration.