

# Verification of School Training 2022-2023

## ACCESS Suite of Assessments

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This form must be filled out by the School Assessment Coordinator, signed by the School Leader, and submitted to CSI as documentation that **all** school personnel who come in contact with/have access to secure assessment materials before, during, and after the 2022-2023 ACCESSfor ELLs administration were trained.

**Trainings must be comprehensive and interactive, and must include:**

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

This form certifies that within **[School Name]** \_\_\_\_\_, the School Assessment Coordinator (SAC) and **all** Test Administrators and other appropriate school and district 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 Assessment Coordinators, Test Administrators, and Technology Coordinators in your school for the 2022-2023 ACCESS assessments.

SAC training – Indicate which ACCESS training was attended:

Live  Date: \_\_\_\_\_ Recording  Date: \_\_\_\_\_

SAC training completion date(s): \_\_\_\_\_

Test Administrator training completion date(s): \_\_\_\_\_

Technology Coordinator training completion date(s): \_\_\_\_\_

*I verified that school trainings took place on the dates as listed above, and that **all** individuals involved in the 2022-2023 ACCESS assessments have been trained.*

\_\_\_\_\_  
*School Leader's Name (print)*

\_\_\_\_\_  
*School Leader's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*SAC's Name (print)*

\_\_\_\_\_  
*SAC's Signature*

\_\_\_\_\_  
*Date*

**Submit the completed form to the DAC by January 4, 2023. This form must be submitted prior to administration.**