

Verification of School Training 2023–2024

ACCESS Suite of Assessments

This form must be completed by the School Assessment Coordinator, signed by the School Leader, and submitted to the district as documentation that **all** school personnel who come in contact with/have access to secure assessment materials before, during, and after the 2023–2024 ACCESS for ELLs administration were 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
- 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 2023–2024 ACCESS assessments.

SAC training – Indicate which ACCESS training was attended:

Live Date: _____ Recording Date: _____

Test Administrator training completion date(s): _____

Technology Coordinator training completion date(s): _____

Other training completion date(s): _____

*I verified that school trainings took place on the date(s) listed above, and that **all** individuals involved in the 2023–2024 ACCESS assessments were 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 1/08/24.