

School Site Administration and Security Report Overview

About School Site Administration & Security Reports

The *School Site Administration and Security Report* (SSASR) is used to document whether training and test security protocols were followed at the building level and to note any exceptions, as outlined in the *Professional Standards and Security, Incident, and Reporting Guidelines* ([PIRG](#)). The information included in this report should accurately reflect evidence in the *Test Security Staff Assurance Reports*.

Submission of this report to your District Test Coordinator (DC) is required within five business days of conclusion of each testing cycle (Fall WA-AIM, and the Spring Smarter Balanced, WCAS, WIDA ACCESS Annual, WIDA Alternate ACCESS/Field Test, & WA-AIM). Because the WIDA Screener is available year-round, the WIDA Screener SSASR can be submitted at the end of the school years testing cycle.

Users, Roles, and Processes

This report must be completed in ARMS by the person identified as the School Test Coordinator (SC). The SC must also hold the ARMS_School_Test_Coordinator (SC) role within EDS.

Once completed, the report will need to be signed by both the SC and Principal, and then submitted to the DC.

Please refer to the following Steps 1-10 for submitting the report.

Steps 1–10 for Creating a School Site Administration and Security Report

1. From the **Add Forms** tab, click the **School Site Administration and Security Report** link. Your report will save automatically but can also be saved at any point.

Select Organization Add Forms View/Edit/Delete Forms

Assessment Reporting Management System Print Friendly Logout >

Forms

School Year: 2022-23

Create Form: School Site Administration and Security Report

Overview: ([SchoolSecurityReportOverview.pdf](#))

The School Site Administration and Security Report is completed by the lead School Test Coordinator at the conclusion of each test administration window where testing occurred, or test materials were received.



2. Verify or select the **School**, then select the **Test Window**. This generates options for the **Assessment** selection. When only one option is available the system will auto-fill the information.

District: School District
School: * -Select School-
School Year: 2022-23
Test Window: * -Select Test Window-
Assessment: * -Select Assessment-

3. Fill in all questions using the radio buttons.
☐ Yes ☐ No ☐ N/A
4. All "No" responses must be explained in the "Note Exceptions and Local Action Taken" box.
5. The not applicable ☐ N/A button is used when a situation does not fall into a Yes or No response. All "NA" responses must be explained in the "Note Exceptions and Local Action Taken" box.

Note Exceptions and Local Action Taken:

6. If additional supporting information is available, you can select the **Choose File** button to browse your computer files, then click the **Attach Document** button to save the document within this report.

Attachments (Files are saved as they are attached.)

File: No file chosen

7. Verify that all information entered is accurate. If all looks correct,
 - a. The SC will click the **Sign Form** button at the bottom of the page in the **Signatures** section. Once signed,

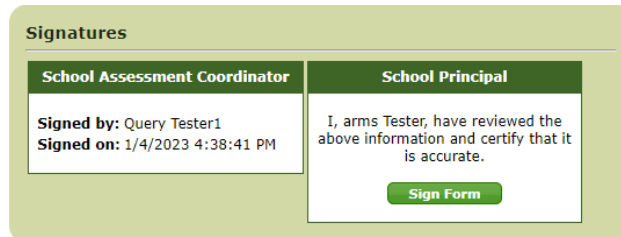
Signatures

School Assessment Coordinator	School Principal
I, Query Tester1, have reviewed the above information and certify that it is accurate. <input type="button" value="Sign Form"/>	Awaiting signature


- a. An email will be sent to the principal, notifying that the report is awaiting their review.

8. The report can be opened by the principal from the email or through the **View/Edit/Delete Forms**  tab in ARMS.

- a. After review, if no additional changes are necessary, the principal will click the **Sign Form** button located at the bottom of the page in the **Signatures** section.



School Assessment Coordinator	School Principal
Signed by: Query Tester1 Signed on: 1/4/2023 4:38:41 PM	I, arms Tester, have reviewed the above information and certify that it is accurate. Sign Form

- b. This automatically submits the report with email notification back to the SC.
9. The SC must log back into ARMS to send the report to the DC by clicking the **Submit to DC**  button.
10. When submitted for DC review, the DC may change the status of the report, which can be viewed on the **View/Edit/Delete Forms** tab. Any update will generate an email notification. You may also receive feedback and recommendations that could require an update to your report.

Need Additional Support?

District Coordinators needing additional support within this system should contact the OSPI State Test Coordinator, Kimberly DeRousie, by phone 360-870-4860 or by email Kimberly.DeRousie@k12.wa.us.