

Complete the three steps below and return your completed document to [Susan McCoard](#) by January 29th.

1. Complete required modules check the boxes to indicate completion.
2. Complete the Attestation of Completion on page 2.
3. Complete the Test Security Assurance form on page 3.

Questions: [Marisol Mallari; Special Services](#) [Quiana Hennigan; Assessment and Research](#)

New Proctor Training Modules

*Below is a list of training modules for teachers **new** to WA-AIM. View each module then check the checkbox to indicate completion.*

General WA-AIM Proctor Modules

- ☐ [What are Alternate Assessments](#) (4 min 53 sec)
- ☐ [WA-AIM Participation Criteria](#) (7 min 43 sec)
- ☐ [WA-AIM Overview](#) (7 min 09 sec)
- ☐ [WA-AIM Components and Materials](#) (4 min 58 sec)
- ☐ [WA-AIM Access Point Frameworks](#) (4 min 38 sec)
- ☐ [WA-AIM Performance Tasks](#) (11 min 13 sec)
- ☐ [Engagement Rubric Eligibility](#) (8 min 13 sec)

DRC INSIGHT Portal

- ☐ [INSIGHT Overview](#) (7 min 54 sec)
- ☐ [Accessing INSIGHT Online Help](#) (2 min 55 sec)

Student Management

- ☐ [Review Student Details and Demographics](#) (3 min 11 sec)

Student Performance Data

- ☐ [Monitor Progress/Status](#) (2 min 27 sec)

Item and Form Management

- ☐ [Preview Forms](#) (9 min 12 sec)
- ☐ [Preview Items](#) (4 min 50 sec)
- ☐ [Creating Baseline and Instructional Forms](#) (7 min 30 sec)
- ☐ [Creating Final Forms](#) (7 min 23 sec)
- ☐ [Modifying Forms](#) (5 min 18 sec)

Registration

- ☐ [Final Forms](#) (5 min 36 sec)
- ☐ [ER Forms](#) (5 min)
- ☐ [Modifying Student Registration](#) (4 min 12 sec)

Student Performance Data

- ☐ [Complete a Standard Assessment](#) (4 min 24 sec)
- ☐ [Complete Engagement Rubric Form](#) (3 min 16 sec)
- ☐ [Completing a Student Characteristic Survey](#) (3 min 35 sec)

Returning WA-AIM Proctor Training Modules

Below is a list of training modules for teachers who have administered the WA-AIM previously. View each module then check the checkbox to indicate completion.

DRC INSIGHT Portal

- ☐ [INSIGHT Overview](#) (7 min 54 sec)
- ☐ [Accessing INSIGHT Online Help](#) (2 min 55 sec)

Student Management

- ☐ [Review Student Details and Demographics](#) (3 min 11 sec)

Student Performance Data

- ☐ [Monitor Progress/Status](#) (2 min 27 sec)

Item and Form Management

- ☐ [Preview Forms](#) (9 min 12 sec)
- ☐ [Preview Items](#) (4 min 50 sec)
- ☐ [Creating Baseline and Instructional Forms](#) (7 min 30 sec)
- ☐ [Creating Final Forms](#) (7 min 23 sec)
- ☐ [Modifying Forms](#) (5 min 18 sec)

Registration

- ☐ [Final Forms](#) (5 min 36 sec)
- ☐ [ER Forms](#) (5 min)
- ☐ [Modifying Student Registration](#) (4 min 12 sec)

Student Performance Data

- ☐ [Complete a Standard Assessment](#) (4 min 24 sec)
- ☐ [Complete Engagement Rubric Form](#) (3 min 16 sec)
- ☐ [Completing a Student Characteristic Survey](#) (3 min 35 sec)

Attestation of Completion

I attest that I completed all required modules, as indicated by checking the boxes above.

Name / Electronic Signature: _____

School: _____

Date: _____

Test Security Staff Assurance Report — Prior to Testing

Washington Comprehensive Assessment Program (WCAP)

All persons having direct or indirect access to secure test material are prohibited from duplicating, transmitting, or by any means disclosing secure test content, including, but not limited to, test questions, passages, or performance tasks and/or the contents of students' online tests or test/answer booklets, unless specifically authorized to do so by OSPI. The security of all state assessment materials must be maintained before, during, and after each testing session. **RCW 28A.635.040**, **RCW 42.56.250**, and **WAC 181-87-060** provide descriptions of the penalties for the unauthorized review, use, or disclosure of test content and flagrant disregard of generally recognized professional standards in test preparation and administration.

Prohibited activities include, but are not limited to:

- Reviewing and/or revealing secure test content;
- Copying secure test content;
- Developing or knowingly using instructional resources derived from secure test content;
- Assisting students with the interpretation of test questions, passages, or tasks;
- Changing, altering, or otherwise interfering with student responses;
- Copying or reading student responses; or
- Leaving secure assessment materials in an unsupervised or non-secure location.

If any of the above activities need to be provided as a stipulated accessibility feature, Test Administrators (TAs) are permitted to provide the accessibility feature, if consistent with the *Guidelines on Tools, Supports, & Accommodations* for state assessments, located at <http://wa.portal.airast.org/>

Administrations: ☐ ELPA21 Screener ☐ Smarter Balanced ☐ WCAS ☐ WA-AIM ☐ ELPA21 Annual ☐ WIDA

School/Site Name: _____

School 4-digit code

This form is to be completed by all staff who have responsibility in the administration of state assessments or access to secure testing materials. All "NO" responses to questions below must be explained and reported to your School Test Coordinator (SC).

The first page of this form must be signed after training and before testing, the second page must be signed after testing has been completed. Submit the full completed and signed form to your SC.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Were you trained in test administration, security procedures, and reporting requirements? |
| ☐ | ☐ | Did you review and understand the training materials, Test Administration Manual and TA Script of Student Directions? |
| ☐ | ☐ | Do you understand your school's Test Security and Building Plan "chain of custody" for all assessment material? |

I have read and understand the non-disclosure restrictions that apply to secure assessment materials, as described in this document. I will not read, reveal, or disclose information about secure test content and I will not engage in activities that would violate the security of the state assessments or cause student achievement to be inaccurately represented or reported. I state that the above information is true and correct to the best of my ability.

Staff member name (please print)

Signature

Date

Submit both pages of this original form (completed/two signatures) to the SC for retention. Retain a copy for your records. A copy of this form should be retained at school or district and available for audit according to district retention policy.