

Douglas ESD

Acknowledgement of Work Sample Security – Essential Skills

- I have read Appendix M of the Oregon Department of Education’s Test Administration Manual and fully understand the procedures and conditions of administering work samples to meet an Essential Skills requirement and I will administer the work samples in accordance to the guidelines established by the ODE.
- I have been trained by my district test coordinator on the security and administration of secure work samples to meet Essential Skills requirements.
- I have been given access to the work samples on the Douglas ESD website by either my District Test Coordinator or the Curriculum Director.
- I have ensured that any accommodation or modification has been documented prior to testing by the student’s IEP or other appropriate school team.
- I will notify the District Test Coordinator immediately (within 1 business day) of any potential impropriety or irregularity, whether it is intentional or unintentional.
- I will not share the secure work samples with anyone. The completed work samples will be stored in a secure place. The work samples are to be used exclusively to assess the students in my classroom.

Name (print): _____

Signature: _____

Email Address: _____

School: _____

District: _____ Date: _____

**Keep on file at the district office until the student graduates or longer,
depending on state retention requirements.**

10/12/12