

COORDINATOR, CAMPUS TESTING
Summative Appraisal Form

Name _____

School/Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STANDARDS

Test Security and Confidentiality

- _____ 1. Verify that all personnel participating in state assessments or handling secure testing materials meet eligibility requirements, complete required training, and sign the Oath of Test Security and Confidentiality.
- _____ 2. Train staff who handle testing materials before each administration and clearly communicate all requirements related to secure test content.
- _____ 3. Ensure staff understands that viewing, discussing, recording, or otherwise disclosing secure test content is strictly prohibited.
- _____ 4. Inform personnel authorized to view secure content for approved designated supports, program-specific testing procedures, or Response Entry that they may not answer test questions, record information, score assessments, or discuss assessment content at any time.
- _____ 5. Ensure noncertified personnel who access secure materials or administer assessments are appropriately supervised by certified staff.
- _____ 6. Inform supervising certified staff of their responsibilities and the potential disciplinary consequences associated with test security or confidentiality violations committed by personnel under their supervision.
- _____ 7. Establish and monitor procedures for collecting and promptly destroying test session IDs, reference materials, scratch paper, graph paper, recordings, and other materials used during testing.

- ____ 8. Ensure student test tickets are collected immediately after students complete testing.
- ____ 9. Ensure student test tickets that will not be reused are destroyed after each test administration.
- ____ 10. Securely maintain student test tickets retained for reuse in accordance with FERPA confidentiality requirements and ensure they are destroyed at the end of the school year.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for this department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date