



TEST ADMINISTRATION PROCEDURES CHECKLIST

Meet ALL of the following requirements in order to report industry certifications:

- _____ 1. Exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under extremely limited conditions.
 - _____ a. If only one individual is approved by the certifying agency as a proctor, the teacher may proctor the exams and **must be independently monitored by a second individual** who does not provide direct instruction for the industry certification content to the individuals taking the test(s).
- _____ 2. Exam questions are delivered in a secure manner and paper-based tests are not available to the proctor for an extended period of time.
- _____ 3. Exam is scored by certifying agency (cannot be scored by anyone at the district).
- _____ 4. Exam is administered in accordance with the certifying agency procedures.
- _____ 5. The district has tracked and followed required test administration procedures:
 - _____ a. Exam must not have been administered more than 3 times during the academic year.
 - _____ b. A minimum of 20 days is required between test administrations.

Notes:

- Certification exams administered that do NOT adhere to all of the required test administration procedures cannot be reported to the state for funding or any other purpose.
- Certifications invalidated by the certifying agency cannot be reported to the state for funding or any other purpose.
- For non-CAPE Assessments, Licensures and Certifications, districts must adhere to the same test administration requirements.

For more information, please see Florida Rule 6A-6.0573 Industry Certification Process.