

**CERTIFICATION OF ADHERENCE TO LOCAL SCANNING PROCEDURES**

**District:** \_\_\_\_\_ **System Test Coordinator:** \_\_\_\_\_

**School Test Coordinator (where applicable):** \_\_\_\_\_

Check the appropriate response. Give a full explanation for all items for which the response was "NO." Attach the explanation on an additional sheet. Please return to your System Test Coordinator.

**YES**     **NO**

- [ ]      [ ]     The system and/or school test coordinator was responsible for ensuring that only certified educators scanned End-of-Course Tests (EOCT) answer documents.
  
- [ ]      [ ]     The system test coordinator participated in training provided by the Georgia Department of Education and Pearson. In addition, training was provided for all personnel responsible for scanning documents prior to actual scanning.
  
- [ ]      [ ]     The system and/or school personnel adhered to all of the procedural guidelines and other instructions provided by the Georgia Department of Education and/or Pearson relating to the appropriate scanning and handling of EOCT answer documents.
  
- [ ]      [ ]     A minimum of two certified employees were present at all times during the scanning process.
  
- [ ]      [ ]     If any possible unethical behavior occurred during the scanning process, it was reported as an irregularity to the Assessment Administration Division at the Georgia Department of Education and/or the Educator Ethics Division of the Professional Standards Commission.
  
- [ ]      [ ]     The system and/or school test coordinator verified that all bubbled information was accurate and complete and that the correct answer key was selected prior to beginning scanning.
  
- [ ]      [ ]     The complete file was submitted to Pearson for reporting immediately after scanning.
  
- [ ]      [ ]     The system has accounted for and stored all scanned answer documents in a secure location. All voided or unused answer documents have been destroyed at the system level. **NO SCANNED OR UNUSED DOCUMENTS WERE RETURNED TO PEARSON.**

All personnel involved in the local scanning of EOCT answer documents must sign below that the information provided on this form is accurate and complete.

**Person(s) Responsible for Scanning:**

\_\_\_\_\_ **Date** \_\_\_\_\_  
System Test Coordinator

\_\_\_\_\_ **Date** \_\_\_\_\_  
Other