

# Statement of Scribe, Reader, or Interpreter, and Principal: Achievement Tests

**Note:** Each person who provides accommodation support to a student must complete a separate form.

_____	_____
Student's Name	Grade
_____	_____
School Name	School Code
_____	_____
Test Name	Test Administration Date

## Scribe/Reader/Interpreter Declaration:

**Role:**    *Scribe*    *Reader*    *Interpreter*

I hereby certify that I carried out my duties and responsibilities as defined by the directives outlined in the Achievement Testing Program *General Information Bulletin, 2011-2012* and I attest to the following: [please check (✓) each box that applies]

- I have read and understand the directives, rules, and procedures associated with my test administration role and responsibilities.
- Appropriate procedures were followed with respect to the support I provided to the above named student.
- The test was administered without incident or irregularities and without violation of test rules.

**OR**

- The following irregularity or violation of the test rules occurred before, during, or after the administration of the test:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Scribe/Reader/Interpreter (Please print)

Signature

## Principal Declaration:

- The parent(s) of the above named student supported the decision to administer the test with this accommodation.
- This accommodation was pre-approved by the superintendent.
- To the best of my knowledge, the information provided above by the scribe/reader/interpreter is true and complete.

\_\_\_\_\_

Date

Telephone Number

Principal's Name

Principal's Signature

**This form must be returned with the Principal's Statement.**