

THIS IS IMPORTANT

APPENDIX B

TEST TICKET TRANSMITTAL FORM AND AFFIDAVIT FOR EXAMINERS/PROCTORS

Spring 2016 Non-Writing Test Administration

Division Name: _____ School Name: _____

Date: _____

Only signed after testing is over.

Directions: Use this transmittal form to track and verify the distribution of Student/Proctor Authorization tickets. After testing has been completed, each Examiner/Proctor and all individuals who administered a Virginia Standards of Learning (SOL) Assessment must read and affirm the statement in the Affidavit column.

Examiner's Name (Proctor's Name)	Quantity of Test Tickets Issued to Examiner/Proctor	Examiner's initials (Proctor's initials) verifying receipt of the secure test tickets.	STC Initials verifying return of the secure test tickets.	Examiner's/Proctor's Affidavit My signature below affirms, I administered the Standards of Learning Assessment(s) according to the <i>School Division Personnel Test Security Agreement.</i>
John Smith (Geom.)	18	J.S.	17* Lib-N.E.	John Smith <i>(D)</i>

New Examiner has to sign also

** J. Smith had to go back to class - (New Examiner (??) kept ticket for (X Student))*