

Issue Date: July 15, 2024

# Vermont Adult Education and Literacy

## Assessment Trainer Assurances

### Purpose

This document ensures that all Assessment Trainers have administered assessment training to their staff with fidelity. Adult Education & Literacy (AEL) Assessment Trainers are considered the experts on assessments for your local AEL provider. It is your responsibility to make sure any staff member who interacts with the federal or state approved assessments has been trained in accordance with the AEL Assessment Manual and the test publisher's mandated training, if applicable. You are considered the point of contact, and the responsible party, for overseeing the training of test administrators.

### Attestation

By signing this form, you attest that:

- You have completed and passed the assessment publishers certifications for all state and federally-approved assessment administered locally,
- You certify that all test administrators (TAs) have taken and passed required assessment trainings as noted in the Vermont Assessment Manual.
- You have obtained and filed all TA Non-Disclosure Agreements (NDAs),
- You have trained the staff on test security and the consequences of mishandling test materials, which includes posting secure test information on any form of social media or education platform.
- You have trained your TAs on proper assessment procedures, including but not limited to testing environment, testing accommodations, and administering the test with fidelity.
- You have trained your staff on appropriate communication and conduct on the administration and use of test scores in both curricula (setting instructional goals) and NRS levels.

I acknowledge that I will train staff in my organization in all protocols put in place by the test publisher and/or the VT Agency of Education to ensure a valid and reliable score necessary for appropriate placement of students in AEL programs and services. This signed form must be kept on file for a period of not less than three fiscal years after the fiscal year in which it is signed.

### Signatures

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Signature

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Date

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Printed Name

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VAEL Provider



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