Sample Blank Internal Form

MCAS Administration
Confirmation of Training Participation
and Receipt of Test Administrator's Manuals (TAMs)
and Test Security Requirements

Test administrators must sign below to indicate they have attended their school's MCAS training session and have received a copy of the MCAS TAM for the test they will be administering.

Other school personnel who have access to secure materials must sign below to indicate they have attended their school's MCAS training session and have received a copy of the MCAS test security requirements (available at www.doe.mass.edu/mcas/testadmin/manual).

Principals should retain this document in their school files for three years.

Date of Training	**Printed Name of Individual**	**Individual's Role** (e.g., Test Administrator, Test Coordinator, Hallway Monitor)	**Signature of Individual** *By signing below, I acknowledge that* *1. I am documenting my attendance at my school's MCAS training session in test administration protocols and procedures.* *2. I am receiving the MCAS TAM for the test I will administer or the MCAS test security requirements. I will read and understand the protocols in it, and I will abide by the terms specified within.*

This form is intended for print-use only.