

Memo

To: EPS Employees
From: Myra L. Martinez, Director
Date: August 18, 2021
Re: **Test Security Training #1 (2021-2022)**

All staff who have access to school sites and test materials are required to complete Test Security Training 2 times per year. The annual test security training is being provided at the beginning of the school year before the administration of our short cycle assessments and BOY screener assessments to ensure secure test administration. Training links, material and forms are provided below and attached to this email.

Please ensure you complete the following by Friday, August 20:

1. All staff must review the training video in its entirety
2. Sign and Submit the Staff Confidentiality Form to your site administrator
3. Sign the Test Security Sign in Sheet

NMPED Training Links, Materials and Forms [Click on NMPED Links]

- Required for all Instructional Teachers, EAs, Subs, Ancillary and Administrators

- [Training Recording](#)
- [PowerPoint Slides](#)
- [Staff Confidentiality Form](#)
- [2021 Statewide Test Assignment Guidelines](#) (Updated August 6, 2021)

EPS Training Link & Materials

- Required for all Non-Instructional Staff (Cooks, Custodians, Maintenance, Security, etc.)

- EPS Test Security Training Recording – Available in the Assessment Shared Drive, Principal or Counselor must download and present to Non-Instructional Staff
- [Staff Confidentiality Form](#)

District and School Test Coordinator Designees

- Myra L. Martinez, Director of Assessment & Accountability serves as the District Test Coordinator.
- All Principals, Assistant Principals and Counselors at school sites serve as the School Test Coordinators.
- Additionally, EVHS, has a designated School Test Coordinator to aide in coordination of Test administration; however Principals, Assistant Principal and Counselors continue to support site test coordination and aide in test administration.