

Examples of documentation for the ACCESS Google Folder

- [Test Administrator Training Sign-in Sheet](#)
 - Proof of attendance at the SAC provided training
- [Security Checklists](#)
 - Used to track materials' Chain of Custody
 - From DRC shipments
- [Packing List](#)
 - From DRC shipments
- [Test Session Attendance Forms](#)
 - Documentation of who tested which student in what domain when
- [Test Administration Reports \(TAR\)](#)
 - TARs should be uploaded and notification sent to DACs within 24 hours of incident
- [Parent/Guardian Test Refusals](#) (Opt outs)
 - Can be received from families in either digital (email) or hard copy format
 - Must be written, no phone or text
 - If tracked and uploaded during test window, DACs will work to enter refusal codes into WIDA AMS