

### Retention of Testing Documentation

Per the District and Campus Coordinator Resources (DCCR), campuses are required to retain signed security oaths, seating charts, testing irregularity and investigation documentation, and shipping records for five years following a test administration. Campuses must ensure that the designated test administration documentation storage location is secure, and that the documentation cannot be subsequently altered.

Please note from DCCR:

**The following materials must be destroyed after testing (refer to [Dallas ISD shred policy](#))**

- Used and unused student test tickets and test session IDs.
- Handwritten or typed student responses, as well as recordings, that have been transcribed into DEI
- Scratch paper, graph paper, or reference materials, including supplemental aids, that students wrote on, as well as any recordings

Retain the following documentation in a central location for five years duration unless otherwise noted:

#### District Tests

- Copy of your training PowerPoint or training material
- Training sign in sheet
- Signed oaths (for electronic oaths ensure oaths are saved in electronic folder by administration **(five years)**)
- Seating charts **(five years)**
- Inventory and Shipping Records for test materials received-including delivery ticket, additional order form (if applicable) **(five years)**
- Copy of Test Administrator testing rosters
- List of students absent from testing/makeup roster
- Electronic device logs (if used)
- Copies of any irregularity statements (if applicable) **(five years)**
- Copy of paraprofessional form (if applicable)

#### State Tests-TELPAS ALT

- EB roster
- Copy of your training PowerPoint or training material
- Training sign in sheet
- Signed oaths (for electronic oaths ensure oaths are saved in electronic folder by administration **(five years)**)
- Copy of Signed TELPAS Observation Rating Rosters (one copy for TC, original to LPAC chair) **(one year)**
- List of students absent from testing/makeup roster (including list of students submitted for medical *if applicable*)
- Copy of Final Test Status Code report from TIDE **(five years)**
- Copy of submitted score code appeals for students marked E, N, or M-(Requests can be downloaded from TIDE) **(five years)**
- Copies of any irregularity statements (if applicable) **(five years)**
- Copy of paraprofessional form- (if applicable)

#### State Tests-TELPAS

- EB roster
- Copy of your training PowerPoint or training material
- Training sign in sheet
- Signed oaths (for electronic oaths ensure oaths are saved in electronic folder by administration **(five years)**)
- Copies of certificates for test administrators (K-1 and TEA special approved administrations) who must complete online basic training and calibrations as outlined per TELPAS manual.
- Calibration Session Roster

- Copy of Signed TELPAS Rating Rosters (one copy for TC, original to LPAC chair) **(one year)**
- Documentation of the party responsible for entering responses into DEI for a special approved holistic assessment (if applicable)
- Documentation of procedures followed to ensure validity and reliability of the rating process **(one year)**
- List of students absent from testing/makeup roster
- Copy of Final Test Status Code report from TIDE **(five years)**
- Copy of submitted score code appeals for students marked A, O, E, or X (Requests can be downloaded from TIDE) **(five years)**
- Copies of any irregularity statements (if applicable) **(five years)**
- Copy of paraprofessional form- (if applicable **\*\*Please note paraprofessionals may be used for online assessments only**)
- Seating charts per online session **(five years)**
- Electronic device logs (if applicable)
- Inventory and Shipping Records (if approved for TELPAS paper administration) received-including delivery ticket) **(five years)**

**State Tests-STAAR**

- Copy of your training PowerPoint or training material
- Training sign in sheet
- Signed oaths (for electronic oaths ensure oaths are saved in electronic folder by administration **(five years)**)
- Seating charts -also scanned to DWTC assigned destination **(five years)**
- Inventory and Shipping Records for test materials received-including delivery ticket, additional order form (if applicable) **(five years)**
- Copy of Test Administrator testing rosters (both online and paper)
- List of students absent from testing/makeup roster (including list of students submitted for medical *if applicable*)
- Copy of Final Test Status Code report from TIDE **(five years)**
- Documentation of the party responsible for entering responses into DEI for a special approved paper assessment (if applicable)
- Copy of submitted score code appeals for students marked A, O, or S (refusal to test) (Requests can be downloaded from TIDE) **(five years)**
- Electronic device logs (if applicable)
- Copies of any irregularity statements (if applicable) **(five years)**
- Copy of paraprofessional form (if applicable)

**State Tests- STAAR ALT**

- Copy of your training PowerPoint or training material
- Training sign in sheet
- Signed oaths (for electronic oaths ensure oaths are saved in electronic folder by administration **(five years)**)
- Inventory and Shipping Records for test materials received-including delivery ticket, additional order form (if applicable) **(five years)**
- Materials control form for both preview window and test window
- List of students absent from testing/makeup roster (including list of students submitted for medical *if applicable*)
- Copy of Final Test Status Code report from TIDE **(five years)**
- Copy of submitted score code appeals for students marked (NAAR, ME, A, O) (Requests can be downloaded from TIDE) **(five years)**
- Copy of teacher class rosters
- Copies of any irregularity statements (if applicable) **(five years)**
- Copy of paraprofessional form (if applicable)

**College Board Assessments**

- College board assessments should be maintained as per time noted in each respective coordinator manual.