

**DISTRICT TEST COORDINATOR CHECKLIST** *(Formerly Appendix C of the Test Administration Manual)*

	District Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date
<input type="checkbox"/>	1. Complete all required reading.	Section 1.5	60–90 minutes	October
<input type="checkbox"/>	2. Participate in required DTC training provided by ODE <i>(Includes reviewing ODE-provided training modules and participating in ODE-facilitated WebEx).</i>	Section 1.5	2–4 hours	November
<input type="checkbox"/>	3. Review scheduling and testing requirements with STCs.	Section 1.5	60–90 minutes	Complete at least 6 weeks prior to testing.
<input type="checkbox"/>	4. Plan training for STCs and TAs.	Section 1.5	1–3 hours	Complete at least 6 weeks prior to testing.
<input type="checkbox"/>	5. Provide required STC training to all STCs in your district and ensure that STCs complete required reading.	Section 1.5	2–3 hours	Complete at least 1 month prior to testing.
<input type="checkbox"/>	6. Set up STC user accounts in TIDE.	TIDE User Guide	60–90 minutes	Complete at least 1 month prior to testing.
<input type="checkbox"/>	7. Work with STCs to provide required TA training to all TAs in your district, including volunteers and substitutes, and ensure that TAs complete required reading.	Section 1.5	2–3 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	8. Work with District Technology Coordinators to ensure timely computer set up. <ul style="list-style-type: none"> <li>• Conduct network diagnostics.</li> <li>• Download the Secure Browser (beginning late November or early December).</li> <li>• Verify that schools meet the minimum technology requirements.</li> </ul>	Technical Specifications Manual	5–10 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	9. Work with schools to review student information in TIDE.	TIDE User Guide	2–4 hours	Complete at least 2 weeks before testing and during testing.
<input type="checkbox"/>	10. Perform an equipment needs assessment based on individual student requirements. <ul style="list-style-type: none"> <li>• Work with the STC to identify students who will need</li> </ul>	Section 6.2 and Oregon Accessibility Manual	1–2 hours	Complete at least 2 weeks prior to testing.

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specialized equipment for accommodations. <ul style="list-style-type: none"> <li>Communicate with the STC/TA to identify the number of headsets needed. Place order for the number of headsets needed plus extra.</li> </ul>			
<input type="checkbox"/> 11. Investigate and report all test improprieties and irregularities.	Section 3	As needed	Ongoing throughout the testing window.
<input type="checkbox"/> 12. Monitor with the District Technology Coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.	Technical Specifications Manual	As needed	Ongoing throughout the testing window.