

**TEST ADMINISTRATOR CHECKLIST** *(Formerly Appendix E of the Test Administration Manual)*

	Test Administrator 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	Complete at least 2 weeks prior to testing
<input type="checkbox"/>	2. Participate in required TA training provided by your DTC or STC.	Section 1.5	2–3 hours	Complete at least 2 weeks prior to testing
<input type="checkbox"/>	3. Confirm that you have received your TIDE login information.	TIDE User Guide	<1 hour	Complete at least 1–2 weeks prior to testing.
<input type="checkbox"/>	4. Provide students with a walk-through of the Practice Tests for familiarity with navigation of the system and tools.	Section 6.3	1 hour	Spaced over 2 weeks prior to testing
<input type="checkbox"/>	5. Work with the STC to identify students who will need specialized equipment for accommodations and perform an equipment needs check based on individual student requirements.	Oregon Accessibility Manual	1–2 hours	Complete at least 2 weeks prior to testing
<input type="checkbox"/>	6. Work with the STC to determine precise testing schedules based on local test windows adopted by your district.	Section 5.2	1 – 2 hours	Complete at least 1–2 weeks prior to testing
<input type="checkbox"/>	7. Confirm each student's accommodations and designated supports in TIDE against their IEP or other relevant documentation as appropriate.	Oregon Accessibility Manual and TIDE User Guide	2–4 hours	Complete at least 1–2 weeks prior to testing
<input type="checkbox"/>	8. Plan a quiet activity for each test session for students who are not testing or who finish early.	Section 5.4	15–30 minutes	Complete the week of testing
<input type="checkbox"/>	9. Prior to administration, check all computers that will be used and close all applications except the Secure Browser. Make sure that no computer has dual monitors. Work with your STC to set system volume prior to students launching the secure browser.	Technical Specifications Manual	1–2 hours	Complete the morning of testing
<input type="checkbox"/>	10. Verify that students have their login information (SSID and session ID).	Section 6.2	30 minutes	Complete the day(s) of testing
<input type="checkbox"/>	11. Review all security procedures and guidelines for creating a secure test environment.	Sections 2 and 3	1 hour	Prior to and during day(s) of testing

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<input type="checkbox"/>	12. Make sure the physical environment of the testing room are secure.	Section 2.2	30 minutes	Complete the day(s) of testing
<input type="checkbox"/>	13. Administer tests following the verbatim student directions for administration. Provide students with assigned designated supports or accommodations as appropriate.	Sections 7 - 9	1 - 4 hours	Complete the day(s) of testing
<input type="checkbox"/>	14. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	Section 2.4	30 minutes	Complete after testing
<input type="checkbox"/>	15. Report any potential test improprieties to the STC immediately following the incident.	Section 3.6	As needed	Complete immediately following incident