

Module 1: Test Coordinators Facilitation Guide

This optional facilitation guide was designed to assist District Test Coordinators in providing the required test coordinator training module to School Test Coordinators and provide an opportunity to orient users to supplemental resources.

Required Module Topics	Supplemental Resource Suggestions
<p>Training Overview</p> <ul style="list-style-type: none"> • Format • Topics • Roles & Responsibilities 	<ul style="list-style-type: none"> • DTC may supplement with local policies or protocols that support the responsibilities and duties of the STC.
<p>Training</p> <ul style="list-style-type: none"> • Requirements • Considerations • Support • Creating Accounts 	<ul style="list-style-type: none"> • TCs may supplement with local policies/protocols for training at this point. • DTCs may supplement with local policies/protocols for STCs for creating user accounts at this point in the training. • TA Training Promising Practice document
<p>Scheduling</p> <ul style="list-style-type: none"> • Statewide • School-level 	<ul style="list-style-type: none"> • School-level Test Window Promising Practice document
<p><i>Optional Question & Answer:</i></p> <p>This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.</p>	
<p>Student Testing Options</p> <ul style="list-style-type: none"> • Scenarios and Resources 	
<p>Student Participation</p> <ul style="list-style-type: none"> • Requirements • Opt-outs • Communication Resources 	<ul style="list-style-type: none"> • Communications Toolkit • DTCs may supplement with local policies/protocols for managing opt out forms at this point in the training. • DTCs may supplement with local policies/protocols for communicating opt out and test participation information at this point in the training.
<p><i>Optional Question & Answer:</i></p> <p>This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.</p>	
<p>Resources</p>	<ul style="list-style-type: none"> • ODE staff contact information • Assessment webpage • Regional ESD Helpdesk contacts • Test Administration Manual • Best Practices Guide • Accessibility Manual • Accessibility Supports • Extended Assessment • Promising Practices • Training Modules • Test Security Forms