OSAS DISTRICT TEST COORDINATOR CHECKLIST

	Activity	Reference	Estimated Completion Time	Deadline
☐	1. Complete all required reading.	TAM Section 1.5	60–90 minutes	October
☐	2. Participate in required District Test Coordinator (DTC) training provided by ODE *(Includes reviewing ODE-provided training modules and participating in ODE-facilitated webinar).*	TAM Section 1.5	2–4 hours	November
☐	3. Review scheduling and testing requirements with School Test Coordinators (STCs).	TAM Sections 2.0, 5.0, 6.0	60–90 minutes	6 – 8 weeks before testing
☐	4. Plan training for STCs and Test Administrators (TAs).	TAM Section 1.5	1–3 hours	6 – 8 weeks before testing
☐	5. Provide required training to all STCs in your district and ensure that STCs complete required reading.	TAM Section 1.5	2–3 hours	4 – 6 weeks before testing
☐	6. Set up STC and other needed user accounts in TIDE.	TIDE User Guide	60–90 minutes	4 – 6 weeks before testing
☐	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.	TAM Section 1.5	2–3 hours	2 – 4 weeks before testing
☐	8. Work with District Technology Coordinators to ensure timely computer set up. • Conduct network diagnostics. • Download the Secure Browser (beginning late November or early December). • Verify that schools meet the minimum technology requirements.	Technology Guide	5–10 hours	2 – 4 weeks before testing
☐	9. Work with schools to review student information in TIDE.	TIDE User Guide	2–4 hours	1 – 2 weeks before testing and during testing
☐	10. Perform an equipment needs assessment based on individual student requirements. • Work with the STC to identify students who will need specialized equipment for accommodations. • Communicate with STCs and TAs to identify the number of headsets needed. Place order for the number of headsets needed, plus extra. Ensure that headsets are available at least 2 weeks prior to planned test administration.	TAM Sections 3.0, 6.2 Oregon Accessibility Manual	1–2 hours	2 – 4 weeks before testing

	Activity	Reference	Estimated Completion Time	Deadline
☐	11. Investigate and report all test improprieties and irregularities.	TAM Section 3.0	Varies	Throughout testing window
☐	12. With the District Technology Coordinator, monitor technical problems. Apply resolutions and disseminate information as needed.	Technology Guide	Varies	Throughout testing window

DTC: District Test Coordinator / STC: School Test Coordinator / TA: Test Administrator
TAM: Test Administration Manual / TIDE: Test Information Delivery Engine