

OSAS DISTRICT TEST COORDINATOR CHECKLIST

DTC: District Test Coordinator / STC: School Test Coordinator / TA: Test Administrator

TAM: Test Administration Manual / TIDE: Test Information Distribution Engine

	Activity	Reference	Duration	Deadline
<input type="checkbox"/>	1. Complete all required reading.	TAM 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 webinar</i>).	TAM Section 1.5	2–4 hours	November
<input type="checkbox"/>	3. Review scheduling and testing requirements with STCs.	TAM Sections 2.0, 5.0, 6.0	60–90 minutes	6 – 8 weeks before testing
<input type="checkbox"/>	4. Plan training for STCs and TAs.	TAM Section 1.5	1–3 hours	6 – 8 weeks before testing
<input type="checkbox"/>	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
<input type="checkbox"/>	6. Set up STC and other needed user accounts in TIDE.	TIDE User Guide	60–90 minutes	4 – 6 weeks before testing
<input type="checkbox"/>	7. Work with STCs to provide required TA training to all TAs in your district, including volunteers and substitutes. Ensure that TAs complete required reading.	TAM Section 1.5	2–3 hours	2 – 4 weeks before testing
<input type="checkbox"/>	8. Work with District Technology Coordinators to ensure timely computer set up. <ul style="list-style-type: none"> • 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
<input type="checkbox"/>	9. Work with schools to review student information in TIDE.	TIDE User Guide	2–4 hours	1 – 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"> • 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 so that all headsets needed, plus extra, 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	Duration	Deadline
<input type="checkbox"/>	11. Investigate and report all test improprieties and irregularities.	TAM Section 3.0	Varies	Throughout testing window
<input type="checkbox"/>	12. With the District Technology Coordinator, monitor technical problems. Apply resolutions and disseminate information as needed.	Technology Guide	Varies	Throughout testing window