

SCHOOL TEST COORDINATOR CHECKLIST

	School Test Coordinator Activities	Reference in Test Administration Manual	Estimated Time to Complete	Target Completion Date
<input type="checkbox"/>	1. Complete all required reading.	TAM Section 1.5	60–90 minutes	Complete at least 1 month prior to testing.
<input type="checkbox"/>	2. Participate in required STC training provided by your DTC.	TAM Section 1.5	2 –3 hours	Complete at least 1 month prior to testing.
<input type="checkbox"/>	3. Ensure that all TAs attend your school’s or district’s training and complete required reading.	TAM Section 1.5	2–3 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	4. Set up TA user accounts in TIDE	TIDE User Guide	60 – 90 minutes	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	5. Work with technology personnel to ensure timely computer setup: <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser. • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing. 	Technical Documents	5–10 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	6. Communicate with TAs to identify the number of headsets needed for the site (with TA) and ensure that needed number are available at least 2 weeks prior to the testing window. Headsets are required for ELPA21 and the Listening portions of the Smarter Balanced ELA assessment.	TAM Section 6.2	1–2 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	7. Determine which students will use accommodations and designated supports, document appropriately (e.g., in student’s IEP or 504 Plan), update student settings in TIDE, and make other appropriate arrangements with the TA in preparation for administering.	TAM Section 4 and OAM	1–2 hours	Complete at least 2 weeks prior to testing.

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<input type="checkbox"/>	<p>8. Perform an equipment needs check based on individual student requirements.</p> <ul style="list-style-type: none"> • Work with TAs to identify students who will need specialized equipment for accommodations. • Communicate with the DTC to identify the number of headsets needed. 	TAM Section 6.2 and OAM	1–2 hours	Complete at least 2 weeks prior to testing.
<input type="checkbox"/>	9. Based on local test windows established with the DTC, work with TAs to establish a testing schedule.	TAM Section 5.2	2–4 hours	Complete at least 1–2 weeks prior to testing.
<input type="checkbox"/>	10. Work with TAs to review student information in TIDE applications before the student is tested to ensure that correct student information and test settings (including accommodations) are applied.	TIDE User Guide	2–4 hours	Complete at least 1–2 weeks prior to testing.
<input type="checkbox"/>	11. Work with TAs to plan a quiet activity for each test session for students who are not testing or who finish early.	TAM Section 5.4	30 minutes	Complete the week of testing.
<input type="checkbox"/>	12. Ensure proper handling of all printed test materials and note paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to security policy.	TAM Sections 2 and 3	As needed	Complete during and after each testing window.
<input type="checkbox"/>	13. Ensure adherence to all security policies.	TAM Sections 2 and 3	As needed	Ongoing
<input type="checkbox"/>	14. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	TAM Appendix B	As needed	Ongoing
<input type="checkbox"/>	15. Raise any technical issues with the School Technology Coordinator for resolution.	Technical Documents	As needed	Ongoing
<input type="checkbox"/>	16. Review, investigate, and report on all potential improprieties to the DTC immediately after learning of the incident	TAM Section 3.6	As needed	Ongoing