

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
<ul style="list-style-type: none"> • Training Overview • Right Assessment for the Right Purpose • Format • Topics • Roles & Responsibilities 	<ul style="list-style-type: none"> • Right Assessment for the Right Purpose Guidance Document • DTC may supplement with local policies or protocols that support the responsibilities and duties of the STC
<ul style="list-style-type: none"> • Training Requirements • Considerations • Support • Creating Accounts • Test Groups 	<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 • Assessment Training Materials (including training modules)
<ul style="list-style-type: none"> • Scheduling • Statewide • School-level 	<ul style="list-style-type: none"> • Statewide summative testing schedule • Assessment and Accountability Checklist
<ul style="list-style-type: none"> • Optional Question & Answer 	<ul style="list-style-type: none"> • This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.
<ul style="list-style-type: none"> • Student Testing Options • Scenarios and Resources 	<ul style="list-style-type: none"> • Test Administration (including TAM, OAM, DTC Roadmap, and test security forms)
<ul style="list-style-type: none"> • Student Participation Requirements • Opt-outs • Communication Resources 	<ul style="list-style-type: none"> • Communications page • 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.
<ul style="list-style-type: none"> • Optional Question & Answer 	<ul style="list-style-type: none"> • This is an optional point in the required training to pause and discuss the questions provided or locally developed set of relevant questions.
<ul style="list-style-type: none"> • Resources 	<p>In addition to the links above:</p> <ul style="list-style-type: none"> • ODE staff contact information • Assessment home page • Regional ESD Helpdesk contacts • Oregon Extended Assessment • Assessment Resources (including Promising Practices)