

Training Test Administrators

Updated 8/28/15

The Rule: *Section 1.5 Training Requirements* of the Test Administration Manual states that any individual who will be interacting with students during administration of an Oregon Statewide Assessment is a test administrator and must receive annual training from either the district or school test coordinator (DTC or STC) on the test administration policies and procedures included in the Test Administration Manual.

Promising Practices: Ensuring that all test administrators are properly trained is vital to maintaining the security and validity of Oregon's statewide assessment system. To ensure that all test administrators receive the required training, districts may use the following tips:

- DTCs should include district and building level administrators, including Special Education Directors, Title III Directors, and building principals, in district-provided STC training. This ensures that these key personnel are aware of testing related requirements and schedules and allows for more successful coordination of testing-related duties.
- DTCs and STCs should identify all staff at each site (including charter schools and alternative education programs) who will be involved in administering any Oregon Statewide Assessment, including:
 - **Smarter Balanced** Mathematics and English Language Arts (ELA) and **OAKS Online** Science and Social Sciences (this includes both the **General Education** and **Braille** interfaces). For districts testing students who use Braille, DTCs should work with the district's Special Education Director as appropriate to identify the Teacher for the Visually Impaired (TVI) who will administer tests through the Braille Interface.
 - **ELPA21**. DTCs should work with the district's Title III Director as appropriate to identify staff who will be involved in administering ELPA21. Review the [EL Program Guide](#) for additional information about which funded staff can administer the statewide assessments.
 - The **Extended Assessment** for Math, ELA, and Science. DTCs should work with the district's Special Education Director as appropriate to identify staff who will be involved in administering the Extended Assessment (i.e., Qualified Assessors, Qualified Trainers).
 - The **Kindergarten Assessment**. DTCs should work with the district's Title III Director and school administrators as appropriate to identify staff endorsed by the district as bilingual Spanish/English speakers who will administer the bilingual version of the Kindergarten Assessment to the officially-identified Spanish speaking English Learners.
 - For districts whose resident students will be tested in another district (e.g., Special Educations students attending an alternate education program in another district), DTCs should either directly ensure that the TAs who will

be testing their district's students receive training or enter into an agreement with the attending district to delegate TA training responsibilities to the attending district (see *Section 1.4 User Roles and Responsibilities* of the Test Administration Manual for more information about delegating test administration responsibility).

- DTCs should ensure that TAs administering Smarter Balanced, OAKS Online Science and Social Sciences, the ELPA21, or the Grade 12 OAKS Retests receive district-provided test administration and security training using the ODE-provided training modules for the current school year.
- DTCs should ensure that TAs administering tests through the Braille Interface receive the following training:
 - District-provided test administration and security training using the ODE-provided training modules for the current school year, and
 - ODE-provided Braille interface training
- DTCs should ensure that TAs (Qualified Assessors and Qualified Trainers) administering the Extended Assessments receive the following training:
 - District-provided test administration and security training using the ODE-provided training modules for the current school year, and
 - ODE-provided Extended Assessment training
- DTCs should ensure that TAs administering the Kindergarten Assessment receive the following training:
 - District-provided or ODE-provided test administration and security training using the ODE-provided Kindergarten Assessment training module for the current school year.
 - DTCs must also ensure that TAs administering the bilingual version of the Kindergarten Assessment to the officially-identified Spanish speaking English Learners are endorsed by the district as bilingual Spanish/English speakers.
- DTCs must retain all signed TA Assurance of Test Security forms on file at the district office and should only provide access to the OAKS Online System for those TAs who have submitted a signed form. As an added precaution, DTCs should maintain a list of all staff who have received test administration and security training for the current year and set up TA access to the OAKS Online System for only staff on this list.