OSAS TEST ADMINISTRATOR CHECKLIST

	Activity	Reference	Estimated Completion time	Deadline
☐	1. Complete all required reading.	TAM Section 1.5	60–90 minutes	2 – 4 weeks before testing
☐	2. Participate in required Test Administrator (TA) training provided by your District Test Coordinator (DTC) or School Test Coordinator (STC); sign Assurance of Test Security form.	TAM Section 1.5	2–3 hours	2 – 4 weeks before testing
☐	3. Confirm that you have received your TIDE login information.	TIDE User Guide	<1 hour	1 – 2 weeks before testing.
☐	4. Provide students with a walk-through of the Practice Tests for familiarity with navigation of the system and tools.	TAM Section 6.3	1 hour	Spaced over 2 weeks before testing
☐	5. Work with the STC to identify students who will need specialized equipment for accommodations and perform an equipment needs assessment based on individual student requirements.	Oregon Accessibility Manual	1–2 hours	2 – 4 weeks before testing
☐	6. Work with the STC to determine precise testing schedules based on local test windows adopted by your district.	TAM Section 5.2	1 – 2 hours	1 – 2 weeks before testing
☐	7. Confirm each student's accommodations and designated supports in TIDE with those listed in their IEP, Section 504 Plan, or other relevant documentation as appropriate.	Oregon Accessibility Manual TIDE User Guide	2–4 hours	1 – 2 weeks before testing
☐	8. Plan a quiet activity for each test session for students who are not testing or who finish early.	TAM Section 5.4	15–30 minutes	Week of testing
☐	9. Prior to administration, check all computers that will be used and close all applications except the Secure Browser. Make sure that no computer has dual monitors. Work with your STC to set system volume before students launching the secure browser.	Technology Guide	1–2 hours	Morning of testing
☐	10. Verify that students have their login information (SSID and session ID).	TAM Section 6.2	30 minutes	Day(s) of testing
☐	11. Review all security procedures and guidelines for creating a secure test environment.	TAM Sections 2 and 3	1 hour	Before and during testing

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☐	12. Make sure the physical environment of the testing room are secure.	TAM Section 2.2	30 minutes	Day(s) of testing
☐	13. Administer tests following the verbatim student directions for administration. Provide students with assigned designated supports or accommodations as appropriate.	TAM Section 7	1 – 4 hours	Day(s) of testing
☐	14. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	TAM Section 2.4	30 minutes	After testing
☐	15. Report any potential test improprieties to the STC immediately following the incident.	TAM Section 3.6	As needed	Immediately following incident

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