

Fall/Winter 2017 FSA Assessments

District Assessment Coordinator Checklist

Before Testing:

- Carefully read the test administration manual(s) and *TIDE User Guide*, and resolve any questions you might have with the Bureau of K–12 Student Assessment at FDOE.
- Train school assessment coordinators and technology coordinators. Ensure that school assessment coordinators are aware of policies and procedures specific to this administration, including test session lengths and all policies and procedures.
- Order materials using the *Place Additional Orders* page in TIDE.
- If students in your district require braille or large print accommodations, place orders for the applicable accommodated practice tests in TIDE.
- Receive test materials and make sure each school receives the range of boxes assigned. Ensure that each school maintains an accurate *Test Materials Chain of Custody Form*.
- Communicate the process for collecting required administration information to your school assessment coordinators.
- Create or update School Administrator, CBT Coordinator, and Test Administrator accounts in TIDE.
- Ensure that appropriate test settings are provided and accommodations for eligible students are correctly implemented.
- Ensure that all school assessment coordinators, school administrators, technology coordinators, test administrators, and proctors have signed a *Test Administration and Security Agreement* and that test administrators have signed a *2017–2018 Test Administrator Prohibited Activities Agreement*.

During Testing:

- Provide schools with additional materials, as necessary.
- Monitor schools to ensure that test administration and test security policies and procedures are followed.
- Be available during testing to answer questions from school personnel and technology coordinators.
- Communicate with the Bureau of K–12 Student Assessment, as needed, in the case of test irregularities and security breaches, or if you need guidance when test invalidation is being considered.

After Testing:

- Review the records of required administration information from your District Assessment Coordinator ONLY boxes, report any missing materials to FDOE, and conduct any necessary investigations.
- Verify that seating charts and Security Logs were completed and file them.
- Verify that *Test Materials Chain of Custody Forms* were completed and file them.
- Store ancillary materials (e.g., used planning sheets, used CBT Worksheets, used work folders, seating charts) until after scores for the administration have been reported.
- Return TO BE SCORED and NOT TO BE SCORED paper-based materials according to the instructions in Appendix C.
- Complete a comment form on the FSA Portal, and encourage school assessment coordinators and technology coordinators to complete a form.