Fall/Winter 2017 FSA Assessments

School Assessment Coordinator Checklist

Before Testing:

☐ Carefully read the test administration manual and the following, as applicable, and resolve any questions you might have with your district assessment coordinator (all resources are available on the FSA Portal):

- Scripts and instructions for administering FSA computer-based accommodations and/or paper-based accommodations
- *Test Administrator User Guide*
- *TIDE User Guide*
- *FSA Accommodations Guide*
- *AVA User Guide*
- Any local directions you have been given

☐ Read the *Test Security Policies and Procedures* in the manual, then sign the *2017–2018 Test Administration and Security Agreement*.

☐ Ensure that test administrators read the test administration manual and the *Test Administrator User Guide*. Those administering computer-based accommodations or accommodated paper-based tests must read the appropriate scripts and instructions for administering these tests. Scripts and instructions for administering paper-based and computer-based accommodations are available on the FSA Portal.

☐ Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a *2017–2018 Test Administration and Security Agreement*, if they have not already done so. Also ensure that test administrators sign a *Test Administrator Prohibited Activities Agreement*, if they have not already done so.

☐ Receive test materials from your district assessment coordinator. Maintain an accurate *Test Materials Chain of Custody Form* at your school. Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately.

☐ Communicate the process for collecting required administration information to your test administrators.

☐ Arrange computer-based practice test sessions as described on page 23 to familiarize yourself and your students with the testing platform/format.

☐ Assign proctors, as needed.

☐ Ensure that appropriate test settings are available for all test sessions.

☐ If any students who require accommodations are testing at your school, discuss with test administrators how accommodations will be provided. Information regarding accommodations is located in Appendix A.

☐ Assign accommodations and verify student demographic information in TIDE.

☐ **For CBT only:**

- Work with your district assessment coordinator to ensure that test administrators have active usernames and passwords to log in to the TA Interface in TDS. Also ensure that all students are uploaded into TIDE and verify that student eligibility and accommodations are correct in TIDE.
- Ensure test administrators understand how to create, monitor, and close test sessions in the TA Interface.
- Print test tickets to distribute to test administrators. Test tickets contain login information for students, and each student must have a test ticket to log in to a CBT FSA assessment. Refer to the *TIDE User Guide* for instructions.

☐ **For PBT only:**

- Verify information on On-Demand PreID Labels and affix labels to test and answer books according to your district's procedures. If information on an On-Demand PreID Label is incorrect, update the student information in TIDE, print, and affix a new On-Demand PreID Label.
- Distribute test group codes to test administrators.
- Ensure secure materials are kept in locked storage until the day of testing.
- Assign TAs an AVA role in TIDE for those administering paper-based accommodations for FSA ELA Reading.

During Testing:

☐ Distribute test materials for students in each testing room immediately before testing is scheduled to begin. Do **not** distribute these materials ahead of time.

☐ Be available to answer questions from test administrators.

☐ Provide test administrators with additional materials, as necessary.

☐ Test administrators are instructed to contact you if a student does not sign below the Testing Rules Acknowledgment. Determine the appropriate course of action for handling any such students; **any student who refuses the acknowledgment should still be tested, but a record of the refusal should be retained at the school**.

☐ Monitor each testing room to ensure that test administration and test security policies and procedures are being followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.

☐ Arrange for and supervise make-up administrations.

☐ **For CBT only:**

- Monitor student progress and test completion rates in TIDE.
- Contact district officials and the FSA Help desk immediately if technical issues arise.

After Testing:

☐ Verify that all distributed secure materials have been returned, if applicable. Complete your *Test Materials Chain of Custody Form*. Report missing materials to your district assessment coordinator and conduct the necessary investigation.

☐ Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.

☐ Organize test materials and return them to your district assessment coordinator as indicated in the *FSA Paper-Based Materials Return Instructions* document, available on the FSA Portal.

☐ Complete a comment form on the FSA Portal, and encourage test administrators to complete a comment form.

☐ **For PBT only:**

- Ensure paper-based test materials are labeled accurately. If a test administrator notifies you of an incorrect On-Demand PreID Label, update the student information in TIDE, print, and affix a new On-Demand PreID Label over the incorrect label. An On-Demand PreID Label **must** be applied, and student information **must** also be added to or updated in TIDE.
- Inspect student answer documents for stray marks **only** on student demographic pages, verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray planning sheets from test and answer books. **Do not review test content or student responses.**