

# Fall/Winter 2017 FSA Assessments

## Test Administrator Checklist

### Before Testing:

- Read the test administration manual, the *Test Administrator User Guide*, and any local directions you have been given, and resolve any questions you might have with your school assessment coordinator.
- If you are administering tests to students using computer-based or paper-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration. Scripts and instructions for administering computer-based and paper-based accommodations are located on the FSA Portal.
- Read the *Test Security Policies and Procedures* in the manual for the test(s) you are administering, as well as the Test Security Statute and Rule (located in Appendix D), then sign the *2017–2018 Test Administration and Security Agreement*.
- Read and sign the *Test Administrator Prohibited Activities Agreement*.
- Conduct computer-based practice test sessions as described on page 23 to familiarize yourself and your students with the testing platform/format.
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room.
- Ensure that you have a form to collect required administration information during testing.
- Prepare a Security Log and a seating chart to be used in your testing room.
- Make copies of the Do Not Disturb sign, the Session signs, the No Calculators sign (if applicable), and the Electronic Devices sign to post prior to testing.
- Assemble all materials needed for test administration.
- Ensure that students and their parents/guardians understand policies regarding electronic devices, leaving campus during testing, the Testing Rules Acknowledgment, and discussing test content after testing.
- If you are administering tests to students who require accommodations, discuss with your school assessment coordinator how accommodations will be provided and familiarize yourself with the accommodations information in Appendix A.
- For CBT only:**
  - Ensure you understand how to create, monitor, and close test sessions in the TA Interface.
- For PBT only:**
  - Receive your test group code from your school assessment coordinator.

### During Testing:

- Keep time and maintain your seating chart and record of required administration information.
- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.
- Administer the test according to the directions in the appropriate administration script(s) and read the SAY boxes verbatim to students.

## After Testing:

- Verify that you have collected all required administration information, including accommodations provided to students and accommodations used by each student. Make a copy for your files.
- Report any missing materials (test tickets, used planning sheets, used reference sheets, used CBT Worksheets, used work folders, Reading or Writing passage booklets) to your school assessment coordinator immediately.
- Verify that your seating chart and Security Log have been completed correctly; make copies for your files.
- Organize test materials and return them to your school assessment coordinator.
- Complete a comment form on the FSA Portal.
- For PBT only:**
  - Inspect student demographic pages for stray marks, verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray papers (e.g., planning sheets, reference sheets, passage booklets) from test and answer books. Do **not** review test content or student responses.
  - Check to make sure DNS bubbles have not been gridded by mistake and that DNS bubbles are gridded on invalidated or defective test documents.