

# Spring/Summer 2017 FSA Assessments

## Test Administrator Checklist

### Before Testing:

- Read the test administration manual(s), 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 paper-based ELA Reading to Grade 3 students or paper-based ELA Writing to Grades 4–7 students, read the Spring 2017 Paper-Based Manual.
  - If you are administering paper-based accommodations for Grades 8–10 FSA ELA Writing & Retake, Grades 4–10 FSA ELA Reading & Retake, Grades 3–8 FSA Mathematics, or an FSA EOC assessment, read the Spring/Summer 2017 FSA Accommodations Manual, available 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 C of all spring manuals), then sign the *Test Administration and Security Agreement*.
- Read and sign the *Test Administrator Prohibited Activities Agreement*.
- Conduct computer-based practice test sessions as described on page 19 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.
- Ensure that you understand how to create, monitor, and close test sessions in the Test Administrator (TA) Interface.

### 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 CBT Worksheets, used planning sheets, used work folders, Writing Passage Booklets, Reading 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.