

Spring/Summer 2022 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 Florida Statewide Assessments Portal):
 - Scripts and instructions for administering accommodations
 - *Test Administrator User Guide*
 - *TIDE User Guide*
 - *2021–2022 Statewide Assessments Accommodations Guide*
 - *AVA User Guide*
 - Any local directions you have been given
- Read the *Spring/Summer 2022 Test Security Policies and Procedures* in the manual, then sign the *Spring/Summer 2022 Test Administration and Security Agreement*.
- Distribute the applicable test administration manual to test administrators and ensure that test administrators read it and ensure that computer-based test administrators read the *Test Administrator User Guide*.
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a *Spring/Summer 2022 Test Administration and Security Agreement*. Also ensure that test administrators sign a *Spring/Summer 2022 Test Administrator Prohibited Activities Agreement*.
- 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 practice test sessions as described on pages 35–36.
- Assign proctors, as needed.
- Ensure that appropriate test settings are available for all test sessions. Conduct a walk-through of all testing rooms to ensure visual aids are covered or removed.
- If any students who require accommodations are testing at your school, train test administrators on how accommodations will be provided. Information regarding accommodations is located in Appendix A.
- Ensure all students are uploaded into TIDE and assigned the correct test.
- For CBT only:**
 - Assign accommodations and verify student demographic information in TIDE.
 - Work with your district assessment coordinator to ensure that test administrators have active usernames and passwords to log in to the TA Interface.
 - Ensure test administrators understand how to create, monitor, and stop 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 an assessment. Refer to the *TIDE User Guide* for instructions.
- For PBT only:**
 - Verify student information, print, and affix PreID Labels to test documents. If information on a PreID Label is incorrect, update the student information in TIDE, print, and affix a new On-Demand PreID Label.
 - Verify that labels are not faded and can be clearly read.

- Distribute test group codes to test administrators.
- Ensure that 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 ELA Reading assessments.

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.
- Actively monitor each testing room to ensure that test administration and test security policies and procedures are being followed, accommodations are being administered correctly, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Arrange for and supervise make-up test administrations.
- Contact your district assessment coordinator if any test irregularities or security breaches occur.
- For CBT only:**
 - Monitor student progress and test completion rates in TIDE.
 - Contact district staff and the Florida Help Desk **immediately** if technical issues arise.

After Testing:

- Verify that all distributed secure materials have been returned. Complete your *Test Materials Chain of Custody Form*. Report missing materials to your district assessment coordinator and conduct the necessary investigation(s).
- Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies. Ensure seating charts indicate which direction each student is facing.
- Organize test materials and return them to your district assessment coordinator as indicated on pages 40–41.
- For PBT only:**
 - Ensure that paper-based test materials are labeled accurately. If a test administrator notifies you of an incorrect PreID Label, update the student information in TIDE, print, and affix a new On-Demand PreID Label over the incorrect label.
 - Inspect student answer documents and verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray reference sheets, planning sheets, or periodic tables from test and answer books. **Do not review test content or student responses.**