Spring/Summer 2024 Florida Statewide Assessments

<u>District Assessment Coordinator Checklist</u>

Before Testing:

☐ Carefully read the test administration manual and the *TIDE User Guide*, and resolve any questions with the Bureau of K–12 Student Assessment at FDOE.

☐ Train school assessment coordinators and technology coordinators. Ensure that they are aware of policies and procedures for each test, including test session lengths.

☐ At your discretion, instruct school assessment coordinators to schedule and arrange practice activities (see page 190).

☐ Place additional orders for test documents or other materials needed for testing.

☐ Receive test materials and make sure that each school receives the correct range of boxes. 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.

☐ Communicate with school assessment coordinators how to make arrangements for special programs students.

☐ Create or update School Administrator, School Assessment Coordinator, School Data Entry, 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 *2023–2024 Test Administration and Security Agreement* and that test administrators have signed a *2023–2024 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, missing materials, and security breaches, or if you need guidance when test invalidation is being considered.

After Testing:

☐ Review the required administration information from your District Assessment Coordinator ONLY boxes, immediately 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 accurately and file them.

☐ Store required forms and ancillary materials (e.g., used CBT Worksheets, used reference sheets, seating charts) until after results for the administration have been reported and any investigations are concluded.

☐ Provide instructions for schools to enter responses into the DEI for FAST, FCLE, Statewide Science, and EOC assessments, as applicable, and to package and return TO BE SCORED and NOT TO BE SCORED paper-based materials according to the instructions in Appendix A of the *2023–2024 Statewide Assessments Accommodations Guide*.