

# Spring/Summer 2024 Florida Statewide 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 with your school assessment coordinator.
- If you are administering tests to students using computer-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration available on the [Florida Statewide Assessments Portal](#), as well as with the accommodations information in the [2023–2024 Statewide Assessments Accommodations Guide](#).
- Read the *Spring/Summer 2024 Test Security Policies and Procedures* section in the manual, as well as the Test Security Statutes and Rule (located in [Appendix B](#)), then sign the [2023–2024 Test Administration and Security Agreement](#).
- Read and sign the [2023–2024 Test Administrator Prohibited Activities Agreement](#).
- Conduct computer-based practice test sessions as described on page 24 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 understand the process for recording required administration information during testing.
- Prepare a Security Log and a seating chart to be used in your testing room.
- If not provided by your school assessment coordinator, 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.
- 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 the [2023–2024 Statewide Assessments Accommodations Guide](#).
- Ensure that you understand how to create, monitor, and stop test sessions in the TA Interface.
- Directly before testing begins, confirm you have received all materials needed for test administration.
- For PBT only:**
  - For FSA Retakes and B.E.S.T. Writing, receive your test group code(s) from your school assessment coordinator.
  - If you are administering tests to students using paper-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration available on the [Florida Statewide Assessments Portal](#), as well as with the accommodations information in the [2023–2024 Statewide Assessments Accommodations Guide](#).

### During Testing:

- Keep time and maintain your seating chart and required administration information. On the seating chart, indicate which direction students are facing in the room with arrows.
- Ensure that proctors and anyone who enters your room for any length of time 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.
- Report any test irregularities or technical issues to your school assessment coordinator immediately.

**After Testing:**

- Verify that you have collected all required administration information, including accommodations provided to students and accommodations used by each student.
- Report any missing materials (e.g., test tickets, used Writing Planning Sheets, used reference sheets, used CBT Worksheets, used CBT Work Folders, passage booklets, test and response books) to your school assessment coordinator immediately.
- Verify that your seating chart and Security Log have been completed correctly. Ensure seating charts indicate which direction each student is facing.
- Organize test materials and return them to your school assessment coordinator.
- For PBT only:**
  - Inspect the **front cover** of test documents and verify that each student has completed the required information. If applicable, remove any stray papers (e.g., planning sheets, reference sheets, periodic tables) from test documents. **Do not** review test content or student responses.