Spring 2020 FSA Assessments

School Assessment Coordinator PBT 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 FSA Portal):

• Scripts and instructions for administering FSA accommodations
• TIDE User Guide
• 2019–2020 FSA Accommodations Guide
• Any local directions you have been given

☐ Read the 2019–2020 Test Security Policies and Procedures in the manual, then sign the 2019–2020 Test Administration and Security Agreement.

☐ Ensure that test administrators read the test administration manual and the 2019–2020 FSA Accommodations Guide, if applicable. Those administering paper-based accommodations must read the appropriate scripts and instructions for administering these tests.

☐ Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a 2019–2020 Test Administration and Security Agreement, if they have not already done so. Also ensure that test administrators sign a Spring 2020 Test Administrator Prohibited Activities Agreement, if they have not already done so.

☐ 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 paper-based practice activities as described on pages 110–111.

☐ Assign proctors, as needed.

☐ Make arrangements, if necessary, to test special programs students as instructed by your district assessment coordinator.

☐ Ensure that appropriate test settings are available for all test sessions.

☐ If any students who require accommodations are testing at your school, discuss with test administrators 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.

☐ Verify student information on PreID labels and affix labels to test and answer books. 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 secure materials are kept in locked storage until the day of testing.

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.
- Test administrators are instructed to contact you if a student does not sign below the Testing Rules Acknowledgment. Determine the appropriate course of action for handling any such students; any student who refuses the acknowledgment should still be tested, but a record of the refusal should be retained at the school.

- Monitor each testing room to ensure that test administration and test security policies and procedures are being followed, 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.

**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 as indicated in the *FSA Paper-Based Materials Return Instructions* document, located in Appendix C, and return them according to your district assessment coordinator’s instructions.

- Ensure paper-based test materials are labeled accurately. If a test administrator notifies you of an incorrect On-Demand PreID Label, update the student information in TIDE, print, and affix a new On-Demand PreID Label over the incorrect label. An On-Demand PreID Label must be applied, and student information must also be added to or updated in TIDE.

- 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 planning sheets or reference sheets from test and answer books. **Do not review test content or student responses.**