Spring 2020 FSA Assessments

Test Administrator CBT 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. Scripts and instructions for administering computer-based accommodations are located on the FSA Portal.

☐ Read the 2019–2020 Test Security Policies and Procedures section in the manual for the test(s) you are administering, as well as the Test Security Statute and Rule (located in Appendix D), then sign the 2019–2020 Test Administration and Security Agreement.

☐ Read and sign the Spring 2020 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 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.

☐ 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 you understand how to create, monitor, and stop test sessions in the TA Interface.

During Testing:

☐ Keep time and maintain your seating chart and required administration information.

☐ 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.

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 reference sheets, used CBT Worksheets, used work folders, Reading or Writing 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.