Spring 2020 FSA Assessments

Test Administrator PBT Checklist

Before Testing:

☐ Read the test administration manual and any local directions you have been given, and resolve any questions with your school assessment coordinator.
  • If you are administering paper-based accommodations for an FSA ELA, Mathematics, or EOC assessment, read the Spring 2020 FSA PBT Test Administration Manual and the 2019–2020 FSA Accommodations Guide, available 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 paper-based practice activities as described on page 5 to familiarize yourself and your students with the testing 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 there are no test materials with PreID labels for students not assigned to your classroom.
☐ 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.
☐ Receive your test group code(s) from your school assessment coordinator.

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 and answer books, used planning sheets, used reference sheets) to your school assessment coordinator immediately.
☐ Verify that your seating chart and Security Log have been completed correctly; make copies for your files. Ensure seating charts indicate which direction each student is facing.

☐ Organize test materials and return them to your school assessment coordinator.

☐ Inspect the front cover of test and answer books to verify that each student has completed the required information in the upper left corner. If applicable, remove any stray papers (e.g., planning sheets, reference sheets) from test and answer books. Do not review test content or student responses.

☐ Check to make sure DNS bubbles have not been gridded by mistake and that DNS bubbles are gridded on all test and answer books with a PreID label applied that should not be scored.