

# Appendix A: District Test Coordinator Checklist

DISTRICT TEST COORDINATOR ACTIVITIES	
DIRECT RESPONSIBILITIES	
	Notify schools when training materials are available.
	Notify schools when administration manuals are available.
	Review all AOE policy and test administration documents.
	Review scheduling and testing requirements with SCs.
	Plan all training for SCs; retrain as needed.
	Schedule training session for SCs.
	Review security procedures with SCs.
	Work with technology coordinators to ensure timely computer setup. <ul style="list-style-type: none"> <li>• Conduct network diagnostics.</li> <li>• Download the secure browser.</li> <li>• Verify that schools meet the minimum technology requirements.</li> </ul>
	Work with SCs to review the ADAM student enrollment information.
	Perform an equipment-needs assessment based on individual student requirements. <ul style="list-style-type: none"> <li>• Work with the SC to identify students who will need specialized equipment for accommodations.</li> <li>• Communicate with SCs and teachers to identify the number of headsets needed to take the listening portions of the ELA assessment. Place an order for the number of headsets needed plus extra.</li> </ul>
MONITOR TEST ADMINISTRATION ACTIVITIES	
	Investigate all test security incidents reported by SCs, teachers, or proctors.
	Develop a plan to document all test security incidents.
OVERSIGHT RESPONSIBILITIES	
	Monitor with the technology coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.
	Ensure that SCs, teachers, and proctors in the district are appropriately trained and aware of policies and procedures, especially related to test security.
	Review school test administration schedules for adequate time and resource planning.
	Verify that SCs and teachers have reviewed student information in ADAM and are verifying student settings for designated supports and accommodations in ADAM.
	Be available during testing for questions and problem solving or assign a designee if unavailable.
	Communicate regularly with SCs any emerging trends or issues.