Appendix B: School Test Coordinator Checklist

SCHOOL TEST COORDINATOR ACTIVITIES	
DIRECT RESPONSIBILITIES	
	Attend trainings your district offers and review all AOE policy and test administration documents.
	Ensure that all teachers and proctors attend your school's or district's training.
	Work with technology personnel to ensure timely computer setup. • Conduct network diagnostics. • Download the secure browser. • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing.
	Communicate with teachers and proctors to identify the number of headsets needed for each testing site and ensure that the needed number is available prior to the testing window. • Headsets are required for the listening portions of the ELA assessment and for students who require text to speech. • Communicate with the DC to identify the number of headsets needed. **Note:** Students are permitted and encouraged to use their own earbuds or headsets, but districts and schools should also plan on having some available.
	Perform an equipment-needs check based on individual student requirements. • Work with teachers and proctors to identify students who will need specialized equipment for accommodations.
	Based on the test administration windows, work with DCs, teachers, and proctors to establish a testing schedule.
	Review student information in ADAM before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.
	Establish a place to test those students who need a separate test setting.
	Work with teachers and proctors to plan a quiet activity for each test session for students who finish early. **Note:** The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
	Ensure proper handling of all printed test materials and scratch paper. Develop a plan for collecting and securing all test materials after each test session.
	Ensure adherence of all staff to all test security policies.
	Document any test security incidents and report to the DC immediately after learning of the incident.
MONITOR TEST ADMINISTRATION ACTIVITIES	
	Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.
	Raise any technical issues with the technology coordinator for resolution
	Review, investigate, and report to the DC on all potential test security incidents reported by teachers and proctors. Mitigate incidents when appropriate.