The school test coordinator’s responsibilities include these and any additional responsibilities as directed by the Office of Accountability and Assessments:

* conduct required state placement tests for all 5th and 9th grade in-state nonpublic, approved home study and out-of-state transfer students, and monitor the transfer and testing of such students monthly during the school year
* maintain accurate and current assessment records to ensure that students take the proper tests during the proper test windows
* conduct a test administration and security training session, which includes focusing on the following topics: following directions in the *Test Administration Manual*, following test administration procedures, maintaining the security of test materials, providing an appropriate test setting, coding responsibilities of the Principal, coding responsibilities of test administrators, and returning test materials (for additional information on the training session, see the *Test Coordinator Manual*)
* ensure that Test Administrators can proctor tests with the Test Delivery System, be familiar with using a web browser to retrieve data, filling out web forms, printing documents, using a spreadsheet application, CSV files, adjusting a computer’s audio settings, and operating desktop computers and chrome books
* prior to testing, review the *Test Coordinators Manual*, *Test Administration Manual*, *Test Information* and *Distribution Engine (TIDE)* and the *Test Delivery System Guide* in its entirety
* assign numbers to test administrators (TA) in eDIRECT for PBT and CBT
* handle all logistics for testing, makeup testing, and monitor the entire testing process and be readily available while testing is in process
* utilizing the AIR System (American Institute for Research) for ELPT Online Testing
* print On-Demand barcode labels and Test Tickets for ELPT Online Testing
* submitting a *Permission Form for Testing in Environments Different from the Usual Classroom Setting*,

if applicable

* immediately verify the count of all materials received, report any discrepancies and notify the district if additional materials are needed
* ensuring the security of test materials at all times
* distributing the appropriate *Test Administration Manuals and Guides* to test administrators and provide training prior to testing
* collaborate and work closely with the ESS coordinator, 504 coordinator/counseling department and LEP/EL specialist to ensure that testing accommodations are current and have been implemented before specified state deadlines
* ensuring that Test Administrators are provided the accommodations for testing students who require them and are familiar with how to administer the accommodations, if this is CBT or ELPT enter accommodations in eDIRECT or TIDE
* verifying that classrooms have been prepared for testing, including the covering and/or removal of all academic materials from the walls
* establishing and communicating a plan for ensuring that there are enough working calculators, scratch paper, and no. 2 pencils, for use during the test administration
* verify and distribute materials, Test Tickets, Rosters and On-Demand labels to test administrators

1 of 2

* checking out, collecting, checking in, and storing test materials, Test Tickets and Rosters in the locked, secure storage area each day after testing and during any extended break
* collecting and returning any computer disks, electronic formats, student responses, or other materials and making sure any test items or student responses are completely deleted from computer hard drives
* collecting and destroying any scratch paper, Test Tickets, and reference sheets, containing secure information or student responses
* verify, after testing, that test administrators have coded the TA number and the accommodations actually received by the student
* reporting any testing irregularities to the district test coordinator
* completing the Void Notification form to report incidents of student cheating and any other instances requiring voiding of tests; see the *Test Coordinator’s Manual*
* packaging test materials for return to the district test coordinator
* oversee the administration of other formative district assessments throughout the year if designated by principal, including Illuminate benchmark pretests, LEAP 360 and DRC diagnostic, interim and practice testing

2 of 2