

APPENDIX E: TEST ADMINISTRATOR CHECKLIST

| | Test Administrator Activities | Reference in Manual | Estimated Time to Complete | Target Completion Date |
|--------------------------|---|--------------------------|----------------------------|---|
| <input type="checkbox"/> | 1. Complete all required reading. | Section 1.5 | 60–90 minutes | Complete at least 2 weeks prior to testing |
| <input type="checkbox"/> | 2. Participate in required TA training provided by your DTC or STC. | Section 1.5 | 2–3 hours | Complete at least 2 weeks prior to testing |
| <input type="checkbox"/> | 3. Confirm that you have received your TIDE login information. | Appendix I | <1 hour | Complete at least 1–2 weeks prior to testing. |
| <input type="checkbox"/> | 4. Provide students with a walk-through of the Practice Tests for familiarity with navigation of the system and tools. | Section 4.3 | 1 hour | Spaced over 2 weeks prior to testing |
| <input type="checkbox"/> | 5. Work with the STC to identify students who will need specialized equipment for accommodations and perform an equipment needs check based on individual student requirements. | Section 5 and Appendix I | 1–2 hours | Complete at least 2 weeks prior to testing |
| <input type="checkbox"/> | 6. Work with the STC to determine precise testing schedules based on local test windows adopted by your district. | Section 4.6 | 1 – 2 hours | Complete at least 1–2 weeks prior to testing |
| <input type="checkbox"/> | 7. Confirm each student's accommodations and designated supports in TIDE against their IEP or other relevant documentation as appropriate. | Section 5 and Appendix I | 2–4 hours | Complete at least 1–2 weeks prior to testing |
| <input type="checkbox"/> | 8. Plan a quiet activity for each test session for students who are not testing or who finish early. | Section 4.8 | 15–30 minutes | Complete the week of testing |
| <input type="checkbox"/> | 9. Prior to administration, check all computers that will be used and close all applications except the Secure Browser. Make sure that no computer has dual monitors. Work with your STC to set system volume prior to students launching the secure browser. | Appendix G | 1–2 hours | Complete the morning of testing |
| <input type="checkbox"/> | 10. Verify that students have their login information (SSID and session ID). | Section 4.2 | 30 minutes | Complete the day(s) of testing |
| <input type="checkbox"/> | 11. Review all security procedures and guidelines for creating a | Sections 2 and 3 | 1 hour | Prior to and during day(s) |

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| | secure test environment. | | | of testing |
| <input type="checkbox"/> | 12. Make sure the physical environment of the testing room are secure. | Section 2.2 | 30 minutes | Complete the day(s) of testing |
| <input type="checkbox"/> | 13. Administer tests following the verbatim student directions for administration. Provide students with assigned designated supports or accommodations as appropriate. | Sections 6 - 11 | 1 – 4 hours | Complete the day(s) of testing |
| <input type="checkbox"/> | 14. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner. | Section 2.4 | 30 minutes | Complete after testing |
| <input type="checkbox"/> | 15. Report any potential test improprieties to the STC immediately following the incident. | Section 3.6 | As needed | Complete immediately following incident |