School Test Coordinator

The following checklist outlines the School Test Coordinator responsibilities in state assessment.

Before Testing

	Annual training is required for all staff who administer or assist with the administration of a state assessment.

☐ Participate in Coordinator Training and review all required resources

☐ Work with principal to customize the school Test Security and Building Plan (TSBP).

- The purpose of a TSBP is to document district and school assessment planning throughout the year, and to identify and organize strategies and resources that support each test administration.

- A TSBP Template is located on the WCAP Portal and available for district use, if desired.

- The TSBP Process Document provides school and district staff with the information needed to complete each section of the TSBP Template.

- Whether a district uses OSPI's template or creates its own, this completed documentation is required for federal compliance.

- The SC submits the school's draft plan to the DC for approval. The DC must approve the plan before the school may administer a summative assessment.

☐ The SC must be available during each school's test window for questions or problem solving. Provide staff with the appropriate contact information. The next level of support is the DC.

☐ Work with principal to ensure that all staff who administer or assist with the administration of a state assessment complete required trainings and review the required resources for their position.

☐ Provide alternate training opportunities for absent staff.

☐ Have all staff sign the Test Security Staff Assurance Form (before testing section) when training is completed, this is the record that each staff member has been trained for the current administration.

- Forms will need to be returned to TAs during testing.

- Final forms are collected with second signature at the conclusion of testing.

- Retain forms according to the school district's retention policy.

☐ Review the practice and training tests.

☐ Provide all students an opportunity to review a training or practice test, or interim assessments.

Prior to and During Testing

☐ Implement the communication and testing plan.

☐ Work with TAs to set up testing devices.

- Open the Secure Browser.

- Adjust the volume, if necessary.

- Verify that devices are charged.

- Make sure that any dual monitors and virtual or remote desktop monitoring software are disabled.

☐ Identify students with similar names and verify students get the correct test booklet or test ticket.

☐ Distribute test materials to TAs, this includes, when applicable, accommodated (paper) booklets, test tickets, ancillary materials, TA Scripts of Students Directions, and student rosters with test settings and accessibility features.

- ☐ Monitor test processes, locations, and hallways during sessions to ensure that security procedures and proper administration protocols are followed.
- ☐ Report test incidents to the DC, using the guidance provided in the Test Incident and Investigation Resources section.

After Testing

- ☐ Ensure that all test materials are collected and accounted for from each test session. Immediately report any missing materials to the DC.
- ☐ Collect a signed Test Security Staff Assurance Report (after testing) from all persons that participated in the test administration.
- ☐ Collect and process all ancillary papers according to the TSBP.
- ☐ Verify accommodated (paper) booklets have been transcribed into a standard print test booklet, if applicable, before returning to the scoring vendor.
- ☐ Document accommodations used during state testing.
- ☐ Document test incidents for review by the DC.
- ☐ Submit a list of all invalidations to the DC for review and approval.
- ☐ Return all secure test materials to the DC according to the TSBP.
- ☐ Complete and sign the School Site Administration and Security Report. As required by OSPI, this report must be signed by the SC and principal and submitted to the DC within five business days after conclusion of each test administration.