

Teachers

The following checklist outlines the Teachers responsibilities in state assessments.



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

- Participate in TA Training and review all required resources prior to administering a secure training or practice test or an interim assessment.
- Sign the first page of the Test Security Staff Assurance Form.
- Teachers are expected to provide students with an opportunity to acquire the knowledge and skills that will be assessed.
 - Teachers shall accomplish this primarily by providing students with a rich instructional program.
 - The best preparation for state assessments is effective teaching based on the full range of expectations of the standards.
- Teachers may help students to develop effective and appropriate test-taking skills by:
 - Teach students test-taking strategies.
 - Familiarize students with various question formats.
 - Secure assessment materials may not be used under any circumstances for instruction.
 - Encourage students to try sample or practice questions and tasks.
 - Familiarize students with how to accurately fill in an answer circle when paper-pencil testing.
 - Provide students who will be testing online with an opportunity to review the training and practice tests or interim assessments.
 - Help students to become confident, comfortable, and stress free with testing.
- Teachers that support students receiving services and multilingual learners must work with the SC, principal, and Special Services Coordinator to document what, if any, accessibility features (designated supports and accommodations) or specialized equipment is needed for student access to state tests.