

Test Administrator

The following checklist outlines the Test Administrators 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 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.
- Understand the difference between the non-secure and secure training and practice tests (using CAIs TA Practice Interface system) and the secure interim and summative assessments (using CAIs TA Interface System).
- Access TIDE account. If you do not have access, work with the SC to have an account created in TIDE.
 - Use this TIDE username and password for accessing the TA Practice Interface to set up a secure practice or training test and for accessing the TA Interface to set up a secure interim or summative test.
- Become familiar with accessibility features and accommodation use and restrictions in the *Guidelines on Tools, Supports, and Accommodations* and the *Calculator and Electronic Device Policy* document.
- Work with the SC to identify students who need specialized supports and equipment for designated supports or accommodations, and to verify student test settings in TIDE to ensure that the students in the session receive the correct test and accessibility features.
- Provide students an opportunity to utilize the practice and training tests or interim assessments for familiarity with navigation, system tools, and accessibility features.
- Follow the school's approved chain-of-custody for test materials to ensure secure test content and student responses will not be compromised before, during, or after the test administration.
 - Maintain confidentiality concerning all secure test content. This includes, but is not limited to, assisting with accessibility features that requires the review of secure test content, or individual student results. See WAC 181-87-060.
- Obtain the district approved test schedule and student seating arrangement from the SC. This should also include:
 - A plan to provide enough space so that students are separated and not able to collaborate during testing.
 - A plan for identifying students with similar names and verifying students get the correct test booklet or test ticket.
 - A plan for verifying students have the correct test settings and accommodations set in TIDE.
 - A plan for students who finish early or students who need additional time.
 - Allowed activities for students who finish early. Activities should not be related to the test being given. As examples, students may work on assignments for unrelated subjects or read a book.



Access to unauthorized electronic devices is not allowed at any time during the test session. This includes but is not limited to cell phones, Bluetooth ear buds, smart watches and other wearables, personal laptops and tablets.

Once a student has completed their assessment, the testing device that they were using should not be accessed again until the test session is closed, or the student has been excused.

- Inspect the testing site and remove or cover any aids or prompts that might potentially assist students with answering test questions. If in doubt, black it out. Retention of materials in the testing site that may assist students will require invalidation of student score results (see section Ensuring Test Security in the TAM for details.)

- Identify a location for students to place non-approved electronics and bags.
- Place an [Unauthorized Electronic Device Sign](#) (English, Spanish) in the testing location for student reference.



Virtual or remote desktop monitoring software and dual monitors are not permitted and considered a breach in test security. If available, staff are not permitted to use the software while administering state tests. Work with the SC and the Technology Coordinator to restrict access prior to the test session.

- Place a Testing—Do Not Disturb sign (English, Spanish) outside the testing location.
- Provide students with a positive and stress-free test-taking environment.
- Administer state tests in a secure environment following procedures outlined in the TAM and the test specific TA Script of Student Directions.
- Remind students taking the ELA CAT that personal earbuds and headsets may be used.
- Collect and inventory test materials for the session being administered and immediately notify the SC of any discrepancies.

Prior to and During Testing

- Know who the immediate point of contact is for support during testing. Contact information for the SC, DC, and Technology Coordinator should be readily available.
- Follow the established process for setting up testing devices, by opening the secure browser, adjusting the volume for the ELA test, and verifying that the devices are fully charged.
- Verify there is always at least one trained TA in the test location, until all students have returned materials and the test session has been closed.
 - Students left unattended during a test session will have their score results invalidated.
 - Unauthorized staff and students who are not being tested may not be permitted in the testing location.
- Ensure students only have what is needed and allowed for testing.
- Verify all non-approved electronic devices (cell phones, smart watches, Bluetooth earbuds, etc.) and bags, have been placed in the designated location away from the students' reach.
 - The only exception are devices specifically permitted as an accommodation and approved in advance, or electronics used for monitoring medical conditions.
 - Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks.
 - Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.
- Ensure that there is no use of hand-held calculators during an online test or non-calculator portion of a paper booklet.
 - Use of a non-approved device will invalidate the students score results.
- Ensure pre-approved electronic devices do not contain prohibited features and are used appropriately. See the Calculator and Electronic Device Policy for use and restrictions.
- Provide all required accessibility features. TAs should not approve a test session if a student does not have the correct test setting or accessibility feature available. Notify the SC for support. If the test session started, immediately stop the session by pausing the test or ending the test session.
- Provide students with testing materials (test booklet, login information [SSID, first name, session ID], scratch paper, etc.), using the school district approved method for tracking materials distributed to each student. TAs are responsible to ensure students log in under their own ID.

- Administer state tests, reading word-for-word, from the specific TA Script of Student Directions and supplemental materials provided by OSPI.
 - Directions must be read exactly as they are written.
 - Deviating from the printed directions is a testing violation.
- Remind students who leave the testing location that they are to do so without disrupting others and provide the location where they are expected to report.
- Instruct students who remain in the test location on what approved quiet activities in which they may engage.
- Provide breaks as permitted in the TAM, or as needed by an individual student. Tests must be paused during the break.
- Actively monitor students to ensure they are engaged with the test, working independently, maintaining security of test content, and not accessing non-approved electronic devices or materials.
- Should an anomaly occur with a student during a test session, stop testing that student and check with the SC for direction.
- Print test session reports, if required by the DC.
- Report any test incidents to the SC immediately.

After Testing

- Collect and account for all test materials passed out during the session and clear each calculator's memory (when applicable), prior to releasing the student.
 - Students who finish early and remain in the testing location must be directed to the approved quiet activity.
 - Electronics and student testing devices are not an approved quiet activity and should not be available to students until the TA closes the test session.
- Complete the second page of the Test Security Staff Assurance Report at the end of the last session of the test administration window. The completed form must include an explanation of any boxes checked "No". As required by OSPI, this report must be submitted to the SC at the close of each test administration.
- Document student absences, issues with accessibility features, and recommendations for invalidations and submit to SC at the end of each test session.
- Return all used and unused accommodated (paper) test and answer booklets and ancillary papers (e.g., test tickets, rosters, scratch paper, graph paper, glossaries) to the SC immediately after each test session.