



## Site Test Coordinator Checklist for the Smarter Balanced Assessments

BEFORE TESTING		
	Activity	Category
<input type="checkbox"/>	Create site testing schedule and submit to Assessment Services	Testing Schedule
<input type="checkbox"/>	Communicate schedule to staff/teachers	Testing Schedule
<input type="checkbox"/>	Communicate schedule to parents/students	Testing Schedule
<input type="checkbox"/>	Ensure secure browser has been properly downloaded on student devices	Technology
<input type="checkbox"/>	Inventory technology equipment (head phones, iPad stands, keyboards) to determine how many test-takers can test at the same time; plan for an additional 10% of back-up devices for each classroom during testing	Technology
<input type="checkbox"/>	Raise any technical issues with ITSS with student devices that aren't working properly or if secure browser didn't properly load	Technology
<input type="checkbox"/>	Perform an "equipment needs check" based on individual student requirements (specialized equipment for accommodations)	Technology & Accessibility
<input type="checkbox"/>	Sign the Security Agreement and submit to Assessment Services	Test Security
<input type="checkbox"/>	Have all TAs read and sign a Security Affidavit; ensure all TAs understand the security procedures and guidelines	Test Security & Teacher Training
<input type="checkbox"/>	Establish appropriate testing conditions (e.g. remove/cover instructional materials)	Test Security
<input type="checkbox"/>	Train teachers about the accessibility tools available	Accessibility & Teacher Training
<input type="checkbox"/>	Collect all information from teachers on designated supports and accommodations for students	Accessibility
<input type="checkbox"/>	Submit names to Assessment Services of additional staff needing "Site Coordinator" rights in TOMS	TOMS
<input type="checkbox"/>	Set up password and log into Test Operations Management System (TOMS)	TOMS
<input type="checkbox"/>	Set up Designated Supports and Accommodations in TOMS	Accessibility & TOMS
<input type="checkbox"/>	Ensure all TAs have logged into TOMS and set passwords	TOMS
<input type="checkbox"/>	Manage TAs in TOMS; reset passwords and add users as needed	TOMS
<input type="checkbox"/>	Review student demographics in TOMS to ensure accuracy	TOMS
<input type="checkbox"/>	Create log in sheets for students	Test Administration
<input type="checkbox"/>	Download the Classroom Activity and distribute to TAs	Test Administration
<input type="checkbox"/>	Train Test Administrators (TAs)- DFA Script, job aid, test security procedures, and technology trouble-shooting	Teacher Training
<input type="checkbox"/>	Have students and teachers use the training TA Interface and Training Tests to practice	Teacher Training



## Site Test Coordinator Checklist for the Smarter Balanced Assessments

DURING TESTING		
	Activity	Category
<input type="checkbox"/>	Document and report any testing improprieties, irregularities, or breaches to Assessment Services	Test Security
<input type="checkbox"/>	Ensure proper handling of all printed test materials, student login sheet, and scratch paper (collect and secure daily)	Test Security
<input type="checkbox"/>	Submit appeals as necessary (e.g. student's test expires)	TOMS
<input type="checkbox"/>	Monitor testing progress during testing window and ensure that all students participate as appropriate	Test Administration
<input type="checkbox"/>	Assist in troubleshooting technical issues that occur during testing	Technology

AFTER TESTING		
	Activity	Category
<input type="checkbox"/>	Make copies (keep for 1 year) of signed Security Affidavits and impropriety reports; submit originals to Assessment Services in ORANGE envelope	Test Security & Post Test Administration
<input type="checkbox"/>	Ensure all printed test materials, student login sheet, and scratch paper have been securely destroyed after testing	Test Security & Post Test Administration
<input type="checkbox"/>	Submit Principal's Certification/Apportionment form in ORANGE envelope to Assessment Services	Post Test Admin