Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

Assessment User Roles and Responsibilities Checklist

When preparing for statewide assessments, it is critical that corporations and non-public schools are aware and prepared for the various roles and designations required to ensure that testing runs successfully. Roles vary depending on the assessment and vendor (e.g., Cambium Assessment Inc. roles for ILEARN, IREAD and I AM, College Board roles for the PSAT/NMSQT and SAT, ISPROUT and IKRA, and distinct designations for WIDA assessments). All personnel involved in administering statewide assessments must review the *Indiana Assessments Policy Manual* prior to testing.

Corporation Test Coordinators (CTCs)/Non-Public School Test Coordinators (NPSTCs)

All Assessments

- ❏ Distribute listserv messages and updates from the Indiana Department of Education's (IDOE's) Office of Student Assessment and testing vendors to relevant corporation and school staff as appropriate each week.
- ❏ Ensure that all applicable IDOE pretest workshops are completed prior to the identified deadline.
- ❏ Ensure all applicable staff complete annual Test Security and Integrity Training by September 30 annually and receive refresher training prior to the start of each assessment testing window.
- ❏ Ensure all applicable corporation and school staff review and sign the current school year's *Indiana Testing Security and Integrity Agreement* by September 30.
- ❏ Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff training is on file locally.
- ❏ Follow procedures outlined in the *Code of Ethical Practices and Procedures,* assessment manuals, and IDOE's guidance documents.
- ❏ Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (i.e., control and document distribution and collection of secure assessment materials at the corporation level).
- ❏ Document any test irregularities and immediately submit the online Testing Irregularity Report (TIR) Jotform to IDOE if an irregularity occurs.
- ❏ Document test security concerns and immediately submit online Testing Concerns and Security Violations Report Jotform to IDOE if a security violation occurs.
- ❏ Control the secure storage, inventory, distribution, administration, and collection of assessment materials for the corporation.
- ❏ Ensure secure documents (e.g., student access information, used scrap paper) are securely destroyed after use.

❏ Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (i.e., control and document distribution and collection of secure assessment materials at the corporation level).

❏ Return all used and unused (e.g., regular print, large print, braille) assessment books to the testing vendor as directed by communicated deadlines.

❏ Ensure all students in kindergarten through grade two are screened for learning characteristics related to dyslexia within the first 90 calendar days of school in accordance with the IDOE's Dyslexia Programming Guidance for Schools.

❏ Ensure appropriate school personnel have access to student scores as soon as possible.

❏ Ensure School Test Coordinators provide parents and guardians access to preliminary and final student scores as soon as possible.

ILEARN, IREAD, and I AM Assessments

❏ Ensure Test Administrators (TAs) complete the applicable TA Certification Course(s) and test accommodations training via the Indiana Assessment Portal prior to the start of state testing windows for each assessment. Maintain local documentation of completed staff training.
  ❏ ILEARN/IREAD TA Certification Course
  ❏ IAM TA Certification Course
  ❏ Remote Proctoring TA Certification Course (virtual schools only)

❏ Assign permissioned user roles within CAI's Test Information Distribution Engine (TIDE) for other school personnel (e.g., School Test Coordinators, Corporation Information Technology Coordinators, and TAs).

❏ Download and distribute the applicable Test Administrator's Manuals (TAMs) from the Indiana Assessment Portal for school personnel to access in advance of the test window(s).

❏ Distribute the applicable accommodated test administration scripts from their TIDE Secure File Center for school personnel to access during testing.

❏ Ensure accommodations and designated supports are correctly reflected in TIDE prior to testing.

❏ Ensure corporation-wide implementation of the ILEARN rescore request process (for hand-scored student responses) by School Test Coordinators and principals.

WIDA Assessments

❏ Be the main point-of-contact with Data Recognition Corporation (DRC), the testing vendor for WIDA Assessment Management System (WIDA AMS).

❏ Set up new user accounts within the WIDA Secure Portal and WIDA AMS.

❏ Collaborate with the Corporation/School STN Administrator to ensure demographics data for all English learners is accurate and up to date in the school information system prior to the established Data Exchange deadline. This data will populate student-level information for online testing in WIDA AMS and generate initial materials orders and student Pre-ID labels.

❏ Successfully complete applicable WIDA ACCESS training courses accessible via the WIDA Secure Portal and delivered in Canvas.

CTCs may assign a separate test coordinator/designee (e.g., Title III/EL Director) the District Coordinator user role and the responsibilities of:

❏ Setting up new WIDA Secure Portal and WIDA AMS user accounts.
❏ Ensuring that TAs have successfully completed training courses to administer all applicable WIDA assessments.
❏ Overseeing the administration of WIDA assessments.
❏ Management of secure test materials.

Note: CTCs are ultimately responsible for ensuring successful implementation of WIDA assessments.

SAT and PSAT/NMSQT Assessments

❏ Review the *SAT Coordinator's Checklist* from College Board, which will be posted to IDOE's High School Assessment webpage.

❏ Ensure that SAT Coordinators, Proctors, hall monitors, and supporting staff have complete required training prior to administering testing via College Board.

❏ Ensure that SAT Coordinators have assigned permissioned user roles with College Board's systems, including a Services for Students with Disabilities (SSD) Coordinator to oversee student accommodations within SSD Online.

❏ Ensure that SAT Coordinators distribute appropriate Test Coordinator's Manuals and scripts prior to testing.

❏ Ensure accommodations and designated supports are correctly uploaded into TIDE by the SSD Coordinator once approved in SSD Online. Note: Approved accommodations will not automatically transfer into the College Board TIDE system.

Corporation Information Technology Coordinator (CITC)

All Assessments

❏ Distribute Assessment Technology Leaders (ATL) listserv messages and updates from IDOE and testing vendors to relevant corporation and school staff each week.

❏ Assign permissioned user roles within testing systems for other school personnel (e.g., School Test Coordinators, TAs), if directed by the CTC.

❏ Thoroughly review the technology requirements and system-specific configurations documents, as applicable.
❏ Download and install the appropriate Secure Browsers on applicable testing devices, using network diagnostic tools to confirm system readiness and network capacity.
❏ Ensure compatible school-owned test administration devices are available.
❏ Oversee completion of the Systems Readiness Test (SRT), as applicable.
❏ Manage student testing devices and network bandwidth during testing to ensure test security and connectivity.
❏ Troubleshoot any technical issues throughout the year for statewide testing

School Test Coordinator (STC)

All Assessments

❏ Review listserv messages and updates from IDOE and other information provided by CTC and CITCs.
❏ Provide test security, test administration, and testing accommodations training to all applicable staff prior to the start of state testing windows for each assessment.
❏ Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff training is on file locally.
❏ Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (e.g., control and document distribution and collection of secure assessment materials within the building).
❏ Follow procedures located in assessment manuals and those outlined by IDOE relating to accommodations, testing conditions, and general test administration.
❏ Ensure TAs/Proctors have access to the necessary TAM(s) prior to testing and any necessary accommodated scripts at the time of testing.
❏ Provide the necessary furniture and lighting to allow students to do their best work when testing.
❏ Monitor testing (including makeup testing) to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their Individualized Education Programs (IEPs), Individual Learning Plans (ILPs), Section 504 Plans, Choice Special Education Plans (CSEPs), or Service Plans.
❏ Maintain documentation of when local test monitoring occurred.
❏ Create testing schedules prior to the start of the state testing windows and ensure students who are absent complete make-up testing.
❏ Immediately report to the CTC any missing assessment materials, testing irregularities, interruptions, test security concerns, and/or invalidations.

❏ Provide parents and guardians access to preliminary and final student scores as soon as possible.
❏ Provide teachers and building administrators with appropriate access to test data as soon as possible.

ILEARN Assessments

❏ Ensure appropriate implementation of the ILEARN rescore request process (for hand-scored student responses) by building administrators for parents and guardians.

SAT and PSAT/NMSQT Assessments

❏ Review the *SAT Coordinator's Checklist* from College Board, which will be posted to IDOE's High School Assessment webpage.
❏ Ensure that your information has been designated to College Board for email updates, deadline notifications, and access to the College Board TIDE system.
❏ Appoint correct user roles in the College Board TIDE system and ensure that the SSD Coordinator has imported all approved accommodations.

TAs/Proctors

All Assessments

❏ Review the test administration manuals prior to the test window and discuss any questions or concerns with the STC.
❏ Review the *Code of Ethical Practices and Procedures*.
❏ Read all applicable portions of the current *Indiana Assessments Policy Manual*.
❏ Review accommodations needed by students in advance of the test administration and alert the STC of any discrepancies.
❏ Complete all applicable test administration, test security, and test accommodations training prior to the start of state testing windows for each assessment.
❏ Review and sign the current school year's Indiana *Testing Security and Integrity Agreement* annually by September 30. This agreement must be assigned prior to administering assessments. TAs certified after this date should sign the agreement as soon as possible.
❏ Follow scripted directions outlined in the appropriate test administration manual to initiate test sessions and administer assessments to students.
❏ Actively monitor students during testing.
❏ Ensure the quality of the test environment is conducive to student testing (e.g., free of distractions and noise).
❏ Ensure that students do not have access to unallowable personal electronic devices including, but not limited to, cell phones and smart watches.

❏ Immediately report to the STC any missing assessment materials, testing irregularities, interruptions, test security concerns, and/or invalidations.
❏ Follow security regulations for pick-up and return of secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing.

ILEARN, IREAD, I AM Assessments

❏ Ensure that you have completed the TA Certification Course through the Indiana Assessment Portal.
❏ Review the TAMs for the appropriate assessment, ensuring that any secure scripts or secure scripts or accommodated scripts have been distributed to you from the STC.

WIDA Assessments

❏ Ensure that you have completed training courses to administer WIDA Screener and WIDA ACCESS assessments.

SAT and PSAT/NMSQT Assessments

❏ Review the *SAT Coordinator's Checklist* from College Board, which will be posted to [IDOE's High School Assessment webpage](#).
❏ Review the Test Coordinator's Manual prior to testing, discussing concerns with the STC.
❏ Complete required College Board Proctor training prior to testing.
❏ Review student accommodations prior to testing and alert the SSD Coordinator and SAT Coordinator of any discrepancies.

Principal (ILEARN)

❏ Collect Non-Disclosure Agreements (located in TIDE) from parents who wish to view student responses, and maintain them on file locally.
❏ Share and review images of open-ended items and student responses with parents, as requested, during designated rescore request windows.
❏ Submit rescore requests ("Request an Item Rescore") for specific items in TIDE, as appropriate.

Additional Roles

SAT and PSAT/NMSQT

Room and Hall Monitors
- ❏ Complete the Room and Hall Monitor Training.
- ❏ Follow the directions provided by the SAT Coordinator, and guidance in documentation from College Board.

Data Access Manager
- ❏ Provide teachers and building administrators with appropriate access to test data as soon as possible.

SAT Coordinator & SSD Coordinator
   Review the *SAT Coordinator's Checklist* from College Board, which will be posted to the [IDOE High School Assessment webpage](#).

Data Managers - KReady

ISPROUT and IKRA