

# Idaho Standards Achievement Test (ISAT) New School Test Coordinator Checklist



Access these resources on the [Idaho Statement Department of Education Assessment & Accountability](#) website.

<p><b>Testing Dates Calendar</b></p> <ul style="list-style-type: none"> <li>A list of the dates for the testing windows including the ISAT ELA/L, Math and Science interim and summative assessments.</li> </ul>	
<p><b>Assessment Confidentiality Agreement Form</b></p> <ul style="list-style-type: none"> <li>Read &amp; signed by appropriate school personnel prior to administration of tests or analyzing student data from tests. Distribution and collection of Form is usually done at a school test coordinator facilitated meeting.</li> </ul>	
<p><b>Assessment Integrity Guide</b></p> <ul style="list-style-type: none"> <li>Reference document with information on how to keep test items secure and how to report a test impropriety or breach.</li> </ul>	
<p><b>Assessment Observation Checklist</b></p> <ul style="list-style-type: none"> <li>The checklist provides key observation points to ensure statewide testing is implemented with fidelity.</li> </ul>	

Access these resources on the [Idaho Portal](#).

<p><b>CAI Systems User Roles Chart</b></p> <ul style="list-style-type: none"> <li>A list of the Cambium Assessment Inc. (CAI), systems, a model of the hierarchy of those user roles, and descriptions of their functionality.</li> </ul>	
<p><b>Test Information Distribution Engine (TIDE) User Guide, Quick Guide, and Training Presentation</b></p> <ul style="list-style-type: none"> <li>TIDE is a registration system to prepare for, administer, and clean up data after testing.</li> </ul>	
<p><b>Test Administrator (TA) User Guide, Quick Guide, and Training Presentation</b></p> <ul style="list-style-type: none"> <li>The TA app is used to administer interim and summative assessments.</li> </ul>	
<p><b>TA Certification Course</b></p> <ul style="list-style-type: none"> <li>Take the certification course to become certified to administer interim and summative tests using the TA app</li> </ul>	
<p><b>Test Administration Manual (TAM)</b></p> <ul style="list-style-type: none"> <li>Reference document for administering the spring summative ISAT in ELA/L, Math and Science.</li> </ul>	
<p><b>Sample Test Administration App</b></p> <ul style="list-style-type: none"> <li>Use the Sample Test Admin app to practice administering an ELA/L, Math, or Science practice or training test.</li> </ul>	
<p><b>Interim Assessment Implementation Planning Checklist</b></p> <ul style="list-style-type: none"> <li>More detailed checklist that provides steps needed to facilitate interim test administration, and steps taken once testing is completed.</li> </ul>	
<p><b>Assessment Viewing Application (AVA) User Guide, Quick Guide and Training Presentation</b></p> <ul style="list-style-type: none"> <li>AVA is used to view the items on the interim assessments or administer the interims in a non-standardized method.</li> </ul>	