

## IDAHO'S COMPREHENSIVE ASSESSMENT PROGRAM BEGINNING OF THE YEAR DISTRICT TEST COORDINATOR CHECKLIST – ELPA

### INTRODUCTION:

Idaho's Comprehensive Assessment Program plays a crucial role in evaluating student progress, school performance, and overall district accountability. At the beginning of each academic year, it is essential that district test coordinators (DTC) plan, coordinate, and execute test-centric trainings and procedures to ensure the integrity of each state assessment is upheld. This checklist aims to outline the necessary actions DTCs must work through to ensure the assessment content is safeguarded and that student results are valid and secure.

### Update Idaho System for Educational Excellence - District ISEE Coordinator:

- Update [The Idaho District Contact Information](#) (IDCI) application with current district contact information
  - District Test Coordinator (DTC)
  - Idaho English Language Proficiency Assessment Coordinator (IELA)
  - Idaho Reading Indicator Coordinator (IRIC)
  - Idaho Standards Achievement Test Coordinator (ISAT)

### Non-Disclosure User / Confidentiality Agreements:

- Collect and retain signed copies of Idaho State Department of Education – Assessment Confidentiality Agreement.
  - <https://apps.sde.idaho.gov/TestIncidentLog/Content/files/Assessment-Confidentiality-Agreement.pdf>
- Collect and retain signed copies of the WIDA Non-Disclosure and User Agreement.
  - <https://portal.wida.us/resource/detail/aded05e2-1dfa-eb11-a2e0-0050568beee8>

### Technology Infrastructure:

- Confirm technology infrastructure is operational (student testing devices, district/school configuration, headsets and other technology is working optimally).
  - WIDA AMS Resource List:  
<https://portal.wida.us/resource/resourcelist?filters%5ETopic=Technology>
  - DRC Insight Technology User Guide:



<https://www.wida-ams.us/Documents/Unsecure/Doc.aspx?id=45131c61-a92b-400b-a601-4b4c51d9b6d2>

- Confirm/Update [WIDA Assessment Management System](#) (WIDA AMS) with current employee information and assign/remove appropriate permission sets.
- Confirm/Update [WIDA Secure Portal](#) with current employee information and assign/remove appropriate permission sets.
- Confirm/Update the [English Learner Management System](#) (ELMS) with the necessary employee information and assign/remove appropriate permission sets.

#### Training and Awareness:

- Read through the Idaho SDE Assessment Integrity Guide.
  - <https://apps.sde.idaho.gov/TestIncidentLog/Content/files/Assessment-Integrity-Guide.pdf>
- Test Administrators & DTCs complete all necessary trainings.
  - WIDA Secure Portal Training Section:  
<https://portal.wida.us/course/courselist?id=374365cd-0a3f-eb11-a2db-0050568beee8>
- Collect and retain TA certifications/records that certifications have been completed.
- Conduct training sessions for all school staff involved in the assessment process, including teachers, administrators, and proctors.
  - [WIDA Screener Online Facilitator Toolkit Slides](#)
  - [ACCESS Test Coordinator Facilitator Toolkit Slides](#)
  - [Kindergarten ACCESS Facilitator Toolkit Slides](#)
  - [ACCESS Online Facilitator Toolkit Slides](#)
  - [ACCESS Paper Facilitator Toolkit Slides](#)
  - [Alternate ACCESS Facilitator Toolkit Slides](#)
- Distribute/Review the appropriate "Test Administrator's Manual" provided by the Idaho State Department of Education, and ensure that all staff members thoroughly review and understand the content.
  - WIDA Screener for Kindergarten Test Administrator Manual:  
<https://portal.wida.us/resource/detail/ab4a7b07-f0ca-eb11-a2df-0050568beee8>
  - WIDA Screener Online Test Administration Manual:  
<https://portal.wida.us/resource/detail/bfa31e79-fe7d-eb11-a2dd-0050568beee8>
  - ACCESS for ELLs Test Administrator Manual:  
<https://portal.wida.us/resource/detail/11cf2e6c-3e71-eb11-a2dd-0050568beee8>

**Debbie Critchfield, Superintendent of Public Instruction**

**(208) 332-6800 | 650 W. State St., Boise, ID 83702 | [sde.idaho.gov](http://sde.idaho.gov)**



### Test Administration:

- Develop and communicate a clear testing schedule for all stakeholders (parents, students, teachers, and administrators).
- Establish guidelines to address any technical issues that may arise during test administration.
- Report any test incident to the Idaho SDE Incident Log within 24 hours.
  - Idaho Test Incident Log: <https://apps.sde.idaho.gov/testincidentlog>

### Test Material Handling:

- Designate a secure storage area in each school for test materials, accessible only to authorized personnel.
  - i. Limit access to assessment materials to only those personnel directly involved in the administration process.
- Inventory and track all test booklets, answer sheets, and other assessment materials by maintaining a chain of custody protocol.

### Test Security Monitoring:

- Review the Idaho SDE Assessment Observation Checklist:
  - <https://sde.idaho.gov/assessment/files/resource-center/files/assessment-monitoring/District-Assessment-Observation-Checklist.pdf>
- Implement a strict "no electronic devices" policy during testing. Consider outlining policy for both students and staff.
- Ensure TAs engage in active test proctoring and test monitoring.
- Maintain a log of any incidents or disruptions occurring during testing, along with actions taken to resolve them.

### Data Privacy:

- Emphasize the importance of data privacy and confidentiality to all staff members handling assessment results.
- Ensure that all student data, both paper-based and digital, is securely stored and protected in compliance with state and federal regulations.

### Accommodations and Special Needs:

- Identify students requiring accommodations or supports and ensure that their needs are met according to state guidelines.
  - ACCESS for ELLs & WIDA Screener Accessibility and Accommodations Manual: <https://wida.wisc.edu/sites/default/files/resource/Accessibility-Accommodations-Manual.pdf>

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Idaho Department  
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- Train staff members on how to administer assessments to students with disabilities and provide necessary accommodations while maintaining test security.

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