



Beginning of the Year District Test Coordinator Checklist

Idaho's Comprehensive Assessment Program

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 Reading Indicator Coordinator (IRI)
 - Idaho English Language Proficiency Assessment Coordinator (IELA)

Non-Disclosure User/Confidentiality Agreements

- Collect signed copies of Idaho State Department of Education [Assessment Confidentiality Agreement](#) from everyone who may be involved with testing (required to be retained for two years).
- [WIDA Non-Disclosure and User Agreement](#) (ELPA Specific)

Technology Infrastructure

- Confirm technology infrastructure is operational (student testing devices, district/school configuration, headsets, etc.).
 - ISAT/IDAA Specific
 - [Technology Guide](#)
 - [Assistive Technology Manual](#)

- [IRI TAM](#)
- ELPA Specific
 - [WIDA AMS Technology Resource List](#)
 - [DRC Insight Technology User Guide](#)
- Confirm/Update assessment management systems with current employee information and assign/remove appropriate permission sets.
 - [ISAT/IDAA TIDE](#)
 - [TIDE User Guide](#)
 - [IRI Istation](#)
 - ELPA Specific
 - [WIDA Assessment Management System](#)
 - [WIDA Secure Portal](#)
 - [English Learner Management System](#)
 - [NAEP AMS](#) (Available in September of testing years)

Training and Preparation

- Test Coordinators, Administrators, Teachers, and Test Administrators complete all necessary trainings.
 - Security training (yearly training required for all staff)
 - ELPA Specific
 - [WIDA Secure Portal Training Section](#)
 - [WIDA Screener & ACCESS for ELLs Training Tool Kits](#)
- Collect and retain TA certifications/records that certifications have been completed.
 - [ISAT/IDAA TA Certification Course](#)
 - [ELPA WIDA Assessment Trainings](#)
- Distribute/Review the appropriate “Test Administrator Manual” provided by the Idaho State Department of Education and ensure that all staff members thoroughly review and understand the content.
 - ISAT/IDAA specific
 - [ISAT/IDAA TAM](#) (SY23-24 expected by December 2023)
 - [TA User Guide](#)
 - [TA Quick Guide](#)

- [IRI TAM](#)
- ELPA Specific
 - [WIDA Screener for Kindergarten Test Administrator Manual](#)
 - [WIDA Screener Online Test Administration Manual](#)
 - [ACCESS for ELLs Test Administrator Manual](#)

Test Administration

- Develop and communicate a clear [testing schedule](#) for all stakeholders (parents, students, teachers, and administrators). Ensure to account for student breaks and testing fatigue.
- Post testing days to school website per [\(ESEA Statute \(Section 1112\)\(e\)\(1\)\(B\)\(ii\)\)](#).
- Establish guidelines to address any technical issues that may arise during test administration.
- Report any test incident to the Idaho State Department of Education within 24 hours.
 - ISAT/IDAA Specific
 - [TIDE Test Incident Log](#) (forms)
 - ELPA and IRI Specific
 - [Idaho Test Incident Log Application](#)

Test Material Handling

- Designate a secure storage area in each school for test materials. The storage area shall only be accessible to authorized personnel who have signed the Idaho SDE Confidentiality Agreement.
- Inventory and track all test tickets, test booklets, answer sheets, scratch paper, and other assessment materials by maintaining a chain of custody and materials tracking protocol.

Test Security

- Read and adhere to the Idaho SDE [Assessment Integrity Guide](#).
- Review the Idaho SDE [Assessment Observation Checklist](#).
- Develop and implement a strict electronics device use policy during testing. Consider outlining policy for both students and staff.
- Maintain a log of any incidents or interruptions occurring during testing, along with actions taken to resolve them per Assessment Integrity Guide guidance.
- Ensure TAs engage in active test proctoring.

- Emphasize the importance of data privacy and confidentiality to all staff members handling assessment materials and results.
- Ensure that all student data, both paper-based and digital, is securely stored and protected in accordance with [Idaho](#) and federal regulations.

Accommodations and Special Needs

- Identify students requiring accommodations or supports and ensure their needs are met according to state guidelines.
 - ISAT Specific
 - [Usability, Accessibility, and Accommodations Guidelines \(UAAG\)](#)
 - [Special Accommodations Request \(TIDE Form\)](#)
 - [IRI TAM](#)
 - ELPA Specific
 - [ACCESS for ELLs & WIDA Screener Accessibility and Accommodations Manual](#)
 - [ELPA: Navigating WIDA Screener and ACCESS for ELLs Guidance Document](#)
 - [ELPA and IRI Specific Special Accommodations Request](#) (form in Test Incident Log)
 - [NAEP AMS](#)
- Train staff members on how to administer assessments to students receiving additional supports and provide necessary accommodations while maintaining test security.

Accountability

- Check on your school, district, and state's progress in any of the assessment and accountability indicators via the [Idaho Report Card](#).
- Obtain additional, unredacted data at the student-, school-, or state-level by submitting an [OTIS Request](#)
- Learn the results evaluation business rules
 - [Business Rules Full Text](#)
 - [Business Rules Summary](#)
- Contact Valerie Steffen with questions about accountability and school identification.

Assessment and Accountability Contacts

Name	Role	Phone Number
<u>Ayaka Nukui</u>	Director, College Entrance Exams	(208) 332-6926
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