

# ARE YOU READY FOR STATE TESTING?

This document is a checklist provided to campus personnel in hopes of encouraging successful and incident-free test administrations. It is not intended to replace any procedures or instructions contained in the *District and Campus Coordinator Manual (DCCM)* or **any test administrator manual**.

## PLAN AHEAD

Have you selected a campus coordinator and reported that name to the district coordinator?
Have you prepared a secure room that is large enough to sort the amount of materials that you will receive?
Have you identified the authorized personnel who will have access to the locked storage?
Do your receiving office staff members know who to notify when deliveries arrive?
Did all expected materials arrive?
Have contents of the boxes been verified?
Were a sufficient number of materials ordered?
Do you need to order more materials through the district coordinator?
Is there a plan to provide coverage for the coordinator's other responsibilities immediately before, during, and after the testing?

## **PREPARE A TESTING PLAN**

<ul style="list-style-type: none"><li>• Is there a current Special Education list from the diagnostician with testing requirements and accommodations?</li></ul>
<ul style="list-style-type: none"><li>• Is there a current LEP list from the LPAC with testing requirements and accommodations?</li></ul>
<ul style="list-style-type: none"><li>• Is there a current list from the 504 Coordinator and Dyslexia Coordinator with testing requirements and accommodations?</li></ul>
<ul style="list-style-type: none"><li>• Has a combined list been made, with teachers, room numbers, and like testing accommodations?</li></ul>
<ul style="list-style-type: none"><li>• Is there a plan to supervise restroom breaks during the test?</li></ul>
<ul style="list-style-type: none"><li>• Is there a plan for supervision of students who are not testing?</li></ul>
<ul style="list-style-type: none"><li>• Have staff members been notified of which campus facilities will be closed or on a modified schedule for testing day?</li></ul>
<ul style="list-style-type: none"><li>• Is there a modified lunch plan to ensure that students who are not finished will not discuss the test?</li></ul>
<ul style="list-style-type: none"><li>• Have cafeteria and maintenance personnel been informed of the special needs that may be required on testing days? (lunch schedules, quiet hours, HVAC operational, sufficient lighting, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Will students who take a longer time be moved to a central location?</li></ul>
<ul style="list-style-type: none"><li>• Who will transport testing materials if the students are moved?</li></ul>
<ul style="list-style-type: none"><li>• Have extra persons been trained in case a test administrator must be absent on a testing day?</li></ul>
<ul style="list-style-type: none"><li>• Is there a plan so that teachers will get regular restroom breaks?</li></ul>
<ul style="list-style-type: none"><li>• Is there a plan for make-up test administration?</li></ul>

## **TRAINING**

<ul style="list-style-type: none"><li>• Has the campus coordinator attended training?</li></ul>
<ul style="list-style-type: none"><li>• Has the principal and campus coordinator signed the proper security oath?</li></ul>
<ul style="list-style-type: none"><li>• Has the coordinator read the DCCM?</li></ul>
<ul style="list-style-type: none"><li>• Have you selected a date and time for campus test administrator training?</li></ul>
<ul style="list-style-type: none"><li>• Will the training facilities allow overhead projection for the power point presentation?</li></ul>
<ul style="list-style-type: none"><li>• Have the school staff members been notified that they are required to attend training?</li></ul>
<ul style="list-style-type: none"><li>• Have you put together any training materials or guidelines that test administrators will use in the classroom?</li></ul>
<ul style="list-style-type: none"><li>• Are there enough test administrator manuals for each test administrator to take a book home to read it?</li></ul>
<ul style="list-style-type: none"><li>• Will the test administrators sign the security oath and turn it in during the training?</li></ul>
<ul style="list-style-type: none"><li>• Has a testing list been provided for each teacher, so they can notify students of their testing location?</li></ul>
<ul style="list-style-type: none"><li>• Are all staff members aware of the penalties for not following proper testing procedures?</li></ul>

## **ORGANIZE MATERIALS**

<ul style="list-style-type: none"><li>• Is there a box for every test administrator?</li></ul>
<ul style="list-style-type: none"><li>• Does your campus have enough materials for each box? (pencils, booklets, answer documents, math charts, science charts, calculators, dictionaries, thesaurus)</li></ul>
<ul style="list-style-type: none"><li>• Is there a list of students in the box?</li></ul>
<ul style="list-style-type: none"><li>• Is there a list of which test will be given on which day in each box?</li></ul>
<ul style="list-style-type: none"><li>• Is there a copy of the procedures to ensure that cell phones are not used during the test?</li></ul>
<ul style="list-style-type: none"><li>• Have numbers been recorded on the Materials Control Form?</li></ul>
<ul style="list-style-type: none"><li>• Are boxes stored in a secure area?</li></ul>

## **ROOM PREPARATION**

<ul style="list-style-type: none"><li>• Are all lights and heating/air conditioning operational?</li></ul>
<ul style="list-style-type: none"><li>• Have all forms of visual aids been removed from the testing rooms?</li></ul>
<ul style="list-style-type: none"><li>• Does each student have adequate desktop space for a booklet and an answer document?</li></ul>

## TEST DAY

<ul style="list-style-type: none"><li>• Are materials issued the morning of the test?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators counting the numbers of booklets and answer documents and signing the Materials Control Form?</li></ul>
<ul style="list-style-type: none"><li>• Are the test administrators checking the class roll and reporting absentees immediately?</li></ul>
<ul style="list-style-type: none"><li>• Are you using every method available to locate missing students before the test begins? (public address system, call home, check restrooms and cafeteria)</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators collecting cell phones and reading aloud the procedures to prevent the use of cell phones during the testing?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators waiting for the “go-ahead” before starting the test?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators distributing both the booklets and the answer documents at the beginning of the day?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators reading the instructions VERBATIM from the test administrator’s manual?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators actively monitoring, without reading questions or answers from the test <b>and</b> without monitoring for strategies? (walking around, and not reading, typing, phoning, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Are coordinators and school administrators actively monitoring, keeping themselves aware of any appearance of impropriety that might lead to questions or accusations of viewing, discussing, or scoring test materials?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators briefly looking at the answer document to see that each student has transferred answers from the booklet to the bubble sheet?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators separating the booklets from the answer documents and marking the score code as each answer document is collected?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators ensuring a quiet testing environment for those still taking the test?</li></ul>
<ul style="list-style-type: none"><li>• Are test administrators returning booklets in numerical order?</li></ul>
<ul style="list-style-type: none"><li>• Are coordinators (or helpers) counting materials as they are returned at the end of each day, and then initialing the Materials Control Form?</li></ul>
<ul style="list-style-type: none"><li>• Are tests kept in one central secured location overnight between tests?</li></ul>

## **AFTER THE TEST**

<ul style="list-style-type: none"><li>• Have you completed your make-up testing plan?</li></ul>
<ul style="list-style-type: none"><li>• Are all test booklets and answer documents accounted for?</li></ul>
<ul style="list-style-type: none"><li>• Have all test booklets been checked to make sure no answer documents were left there accidentally?</li></ul>
<ul style="list-style-type: none"><li>• Have you bundled test materials from the same test administration and not mixed them with any other test administration?</li></ul>
<ul style="list-style-type: none"><li>• Have you read the return checklist from the Accountability Department's website?</li></ul>
<ul style="list-style-type: none"><li>• Have you returned all materials to the district test administrator on time?</li></ul>