

Test Administrator Responsibilities Before Testing

Remove or cover all visual aids in the room, such as posters showing subject matter of the test being administered. Students may not have access to any unauthorized aids. Discuss any concerns with your school assessment coordinator.

Sufficient workspace should be provided for students to use their test materials (e.g., work folders, worksheets, paper-based accommodations). Students must not be able to easily view other students' computer screens, devices, or test materials. If administering a practice test, check the configuration of your testing room to make sure you will be able to provide a secure environment during testing. Make adjustments prior to the test administration. If necessary, use visual blocks (e.g., file folders taped to the sides of computer screens).

When you arrive on the day of testing, open each student computer or device in the testing room to the student *Sign In* screen as indicated in the script, but do not sign in for students. Ensure that you have a way to contact the technology coordinator or the school assessment coordinator without leaving the room unattended.

Outside each door to the testing room, post a sign that reads *TESTING IN PROGRESS—Please Do Not Disturb*. Post the Electronic Devices sign inside the testing room where it will be visible to all students. Perforated signs are provided in Appendix E. Also display starting and stopping times as instructed in the test administration script.

Refer to the chart on page 17 for the number of proctors needed. It is recommended that at least one proctor be assigned to all testing rooms, even those with 25 or fewer students.

Record Required Administration Information

You are required to maintain the following information, as directed by your school assessment coordinator:

- Students assigned to your testing room—provide student names and FLEIDs
- Attendance information—**P**=Present, **A**=Absent, **W**=Withdrawn, and **P/I**=Present but Invalidated
- Grade level
- Accommodations provided to students (codes provided on page 27)
- Accommodations used by students
- Test group code
- Signatures of test administrator and school assessment coordinator
- Unique security numbers of secure documents assigned to each student (paper-based accommodations only)
- Dates and times when secure materials are received and returned

Your school assessment coordinator may provide an Advanced Session Roster, which can be used to record or verify most of the required administration information.

Copy and file all required administration information for future reference. Return the originals to your school assessment coordinator.

Accommodations Codes

The accommodations provided to each student **and** the accommodations used by each student during the test administration should be recorded with other required administration information (e.g., on the Advanced Session Roster, on the Administration Record/Security Checklist). Schools are responsible for maintaining documentation of accommodations for each student.

Use the following codes to record accommodations with required administration information.

For ESE/504 students:

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

Complete Seating Charts

You are required to maintain an accurate seating chart for your testing room. The chart should record the following:

- Date
- Your name
- Room name/number
- Subject
- Student names and their locations in the room during testing
- Direction each student is facing
- Starting and stopping times
- Names of proctors (if applicable)
- Test group code
- Session name in PearsonAccess Next
- Laptop/mobile device assignments (if applicable)

All seating charts must indicate the front and back of the room. If students using extra time are moved to a new location or if the seating configuration changes during testing, a new seating chart must be created. Seating charts must be returned to your school assessment coordinator after testing.

If administering assessments on laptops or other mobile devices, identify and record the device on which each student is testing in case there are technical issues.