Spring 2020 NGSSS EOC Tests

DISTRICT ASSESSMENT COORDINATOR CHECKLIST

Before Testing

❏ Carefully read the test administration manual and the *2019–2020 Florida PearsonAccess Next User Guide*, as well as any local assessment policies and procedures. Resolve any questions with the Bureau of K–12 Student Assessment at FDOE.

❏ Ensure that PearsonAccess Next accounts and Training Center accounts (if necessary) have been created for all district and school users, per the directions provided by FDOE.

❏ Train school assessment coordinators and technology coordinators (pages 82–83). Ensure that they are aware of policies and procedures specific to this administration, including test session lengths.

❏ Receive test materials and make sure each school receives the range of boxes assigned (page 80). Ensure that each school maintains an accurate *Test Materials Chain of Custody Form*.

❏ Communicate the process for collecting required administration information to your school assessment coordinators (pages 80–81).

❏ Communicate with school assessment coordinators to make arrangements for special programs students.

❏ Distribute test group codes to school assessment coordinators (page 81). If school assessment coordinators create their own test group codes, ensure they understand your district's policy for doing so.

❏ As applicable, schedule testing for students enrolled in special programs (e.g., district virtual instruction programs, Home Education Program) (page 83).

❏ Ensure correct implementation of accommodations (pages 83–84) and provide assistance to school assessment coordinators to address any special needs they may have regarding test accommodations (Appendix A).

❏ Ensure that all school assessment coordinators, school administrators, technology coordinators, test administrators, and proctors sign a *2019–2020 Test Administration and Security Agreement* and that test administrators sign a *Spring 2020 Test Administrator Prohibited Activities Agreement*.

During Testing

❏ Provide schools with additional materials as necessary.

❏ Monitor schools to ensure that test administration and test security policies and procedures are followed.

❏ Be available during testing to answer questions from school personnel and technology coordinators.

❏ Communicate with the Bureau of K–12 Student Assessment, as needed, in the case of test irregularities, missing materials, and security breaches, or if you need guidance when test invalidation is being considered.

After Testing

❏ Ensure TO BE SCORED and NOT TO BE SCORED paper-based materials are returned to the contractor (page 86 and Appendix C).

❏ Review the required administration information from your District Assessment Coordinator ONLY boxes, immediately report any missing materials to FDOE, and conduct any necessary investigations (pages 21 and 86).

❏ Verify that seating charts and Security Logs were completed and file them.

❏ Verify that *Test Materials Chain of Custody Forms* were completed and file them.

❏ Store other materials (seating charts, used CBT Worksheets, etc.) until after results for this administration have been reported.

❏ On the last day of the administration, after your testing has completed, students with an Active, Exited, Resumed, or Resumed-Upload status should be marked complete. All In Progress sessions should be stopped.