

# Spring 2020 NGSSS EOC Tests

## SCHOOL ASSESSMENT COORDINATOR CHECKLIST

### Before Testing

- Carefully read this test administration manual and the *2019–2020 Florida PearsonAccess Next User Guide*, as well as any local directions you have been given. Resolve any questions with your district assessment coordinator.
- Read the *Test Administration Policies and Procedures* and Appendix D, then sign a *2019–2020 Test Administration and Security Agreement* (located in Appendix E).
- Distribute test administration manuals to test administrators and train your test administrators and proctors and ensure that they, as well as all school administrators, sign a *2019–2020 Test Administration and Security Agreement*.
- Ensure that test administrators sign a *Spring 2020 Test Administrator Prohibited Activities Agreement* (located in Appendix E).
- Receive test materials from your district assessment coordinator. Maintain an accurate *Test Materials Chain of Custody Form* at your school (located in Appendix E and at <http://florida.pearsonaccessnext.com/resources-training>). Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately (page 64).
- Communicate the process for collecting required administration information to your test administrators (page 65).
- Distribute test group codes to test administrators (page 64).
- Make arrangements to test any special programs students (e.g., district virtual instruction programs, Home Education Program) who may be testing at your school (page 68).
- Assign proctors, as needed (page 68).
- Ensure that appropriate test settings are available for all test sessions (page 66).
- If any students who require accommodations are testing at your school, discuss with test administrators how accommodations will be provided (Appendix A).
- Create test sessions and verify student information in PearsonAccess Next (pages 70–71).
- Print and distribute Advanced Session Rosters and Student Authorization Tickets on the day of test administration (page 73).
- For PBT only:**
  - Grid student demographic information or verify information on PreID Labels and affix labels to test and answer books. If information on a PreID Label is incorrect, update the student information in PearsonAccess Next, print, and affix a new On-Demand PreID Label.
  - Ensure secure materials are kept in locked storage until the day of testing.

### During Testing

- Ensure that test sessions have been Started in PearsonAccess Next.
- Provide test administrators with additional materials, as necessary.
- Test administrators are instructed to contact you if a student does not accept the Testing Rules Acknowledgment. Determine the appropriate course of action for handling any such students; any student who refuses the acknowledgment should still be tested, but a record of the refusal should be retained at the school.
- Monitor each testing room to ensure that test administration and test security policies and procedures are followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Be available during testing to answer questions from test administrators.
- In PearsonAccess Next, monitor session status and resume students' tests, if necessary.
- Arrange for and supervise make-up administrations (pages 5, 72, and 76).
- Contact district staff and Pearson Customer Support **immediately** if technical issues arise.
- Contact your district assessment coordinator if any test irregularities or security breaches occur.

## After Testing

- ❑ Verify that all distributed secure materials have been returned. Complete your *Test Materials Chain of Custody Form*. Report any missing materials to your district assessment coordinator and conduct the necessary investigation (page 21).
- ❑ Make copies of all collected required administration information, seating charts, and Security Logs and file the copies. Ensure seating charts indicate which direction each student is facing.
- ❑ In PearsonAccess Next, stop test sessions and invalidate student tests, if necessary (refer to the *2019–2020 Florida PearsonAccess Next User Guide* at <http://florida.pearsonaccessnext.com/resources-training>).
- ❑ Organize materials and return them according to your district assessment coordinator’s instructions (Appendix C).
- ❑ **For PBT only:**
  - Ensure paper-based test materials are gridded or labeled accurately. If a test administrator notifies you of an incorrect PreID Label, update the student information in PearsonAccess Next, and print and affix a new On-Demand PreID Label over the incorrect label.
  - Inspect student answer documents and verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray periodic tables from test and answer books. **Do not review test content or student responses.**