Spring 2020 NGSSS EOC Tests

TEST ADMINISTRATOR CHECKLIST

Before Testing

❏ Carefully read the test administration manual, as well as any local directions you have been given. Resolve any questions with your school assessment coordinator.

❏ Read the *Test Administration Policies and Procedures* and Appendix D, then sign the *2019–2020 Test Administration and Security Agreement* (located in Appendix E).

❏ Read and sign the *Spring 2020 Test Administrator Prohibited Activities Agreement* (located in Appendix E).

❏ Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room (pages 25–26).

❏ Ensure you understand the process for recording required administration information during testing (pages 26–27).

❏ Prepare a Security Log (located in Appendix E) and a seating chart (page 27) to be used in your testing room.

❏ Make copies of the Do Not Disturb sign and the Electronic Devices sign to post prior to testing (see Appendix E).

❏ Receive your test group code(s) from your school assessment coordinator.

❏ Assemble all materials needed for test administration (pages 28–29).

❏ Ensure that students and their parents/guardians understand policies regarding electronic devices, leaving campus during testing, the Testing Rules Acknowledgment, and discussing test content after testing (page 31).

❏ If you are administering tests to students who require accommodations, become familiar with the accommodations specified in their IEPs, Section 504 Plans, or ELL plans. Discuss with your school assessment coordinator how accommodations will be provided (Appendix A).

❏ Ensure that you are familiar with how to open TestNav to the sign in screen for each student computer or device prior to testing.

During Testing

❏ Keep time and maintain your seating chart and required administration information.

❏ Ensure that proctors and anyone who enters your room for any length of time sign the Security Log for your testing room.

❏ Administer the test according to the directions in the appropriate administration script and read the SAY boxes **verbatim** to students.

After Testing

❏ Verify that you have collected all required administration information, including accommodations actually used by each student. Make a copy for your files.

❏ Report any missing materials (e.g., used CBT Worksheets, used work folders) to your school assessment coordinator immediately.

❏ Verify that your seating chart and Security Log have been completed correctly; make copies for your files. Ensure seating charts indicate which direction each student is facing.

❏ Organize and return materials to your school assessment coordinator (page 63).

❏ **For PBT only:**

- Inspect the **front cover** of test and answer books and verify that each student has completed the required information in the upper left corner. If applicable, remove any stray papers (e.g., periodic tables) from test and answer books. **Do not review test content or student responses.**

- Check to make sure DNS bubbles have not been gridded by mistake and that DNS bubbles are gridded on invalidated or defective test documents.