Test Coordinator Checklist

Before Testing

☐ Carefully read the Test Administrator Manual (TAM) to become familiar with general test administration activities. The TAM and additional information can be accessed from the Help tab on the Nextera Online Administration System located here. If you have any questions contact Questar.

☐ Receive MAP user ID and Password from Questar. If you have not received your sign-in information, contact Customer Support at 1/800-644-4054.

☐ DTCs should communicate the dates of the testing window to all STCs within the district. Assist schools with providing test training and preparation activities for students. Schedule test windows.

☐ DTCs should train STCs and Technology Coordinators for their specific roles in testing. You may want to attend, assist, or monitor the TA training at each school.

☐ Create a school testing schedule and identifying students who will be tested each session during the testing window. Be sure to consider the number of students participating in online testing and the number of available computers. Make sure special accommodation students are accounted for in the schedule.

☐ Add or edit users to allow specific individuals the rights they need for accessing their student information. Only one individual can be listed at the DTC and only one STC can be active per school. However multiple Test Administrators (TA) can be added.

☐ Enter the student testing counts for the upcoming administration. Only DTCs may register schools for testing.

☐ During the appropriate timeframe, order testing materials (accommodated materials, writing booklets, etc.).

☐ Ensure appropriate implementation of accommodations and address any special needs and supplies regarding test accommodations. Make sure that the appropriate online test session is assigned to groups of students requiring an accommodated test.

☐ Ensure that the STCs understand the policy for read-aloud administrations.

☐ Ensure that STCs understand how to print Student Authentication Credentials, access proctor passwords, add or edit a Test Administrator, add or edit a student, and mark accommodations for students.

☐ Ensure that students not included in the rosters have been loaded manually and assigned to a test session.

☐ Ensure that all eligible students have been assigned to a test session.

☐ Ensure that STCs understand how to troubleshoot common online test issues.

☐ Ensure that proper computer spacing is available.

☐ Ensure that the systems are properly set up and ready for online testing.

☐ Distribute test materials to the schools. Verify that each school has received the necessary test materials.

☐ Notify Questar and MDE of any missing materials.

☐ Order additional materials as necessary.

☐ Ensure that students are registered in the appropriate courses that correspond to each assessment.

☐ Keep the boxes materials were received in to return the materials to Questar.

During Testing

☐ Be available during your schools' testing sessions to answer questions. Help resolve problems as needed.

☐ Assist STCs in identifying and resolving any testing incidents.

☐ Provide schools with additional materials as necessary.

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

☐ Communicate with MDE, as needed in the case of testing incidents and security breaches or for guidance when test invalidation is being considered.

☐ Submit invalidation request per MDE guidelines.

☐ Be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruption, etc.

☐ Each school may have only one designated computer technician that can use a cellphone during testing to provide technology support.

After Testing

☐ Verify that all online sessions have been stopped and all online tests have been submitted.

☐ Collect and inventory all secure test materials.

☐ Count and pack all test materials according to meet Questar and MDE regulations. Return materials to Questar using the labels provided with your materials.

☐ Shred materials and complete the Certificate of Shredding form.

☐ Collect all paperwork required to be filed by your District/School Test Security Plan.

☐ Notify MDE of any missing materials