

# Beginning of the Year District Test Coordinator Checklist

## Idaho's Comprehensive Assessment Program

### INTRODUCTION

Idaho's Comprehensive Assessment Program plays a crucial role in evaluating student progress, school performance, and overall district accountability. At the beginning of each academic year, it is essential that district test coordinators (DTC) plan, coordinate, and execute test-centric trainings and procedures to ensure the integrity of each state assessment is upheld. This checklist aims to outline the necessary actions DTCs must work through to ensure the assessment content is safeguarded and that student results are valid and secure.

### Day 1 Must Do

- ☐ Subscribe to the Assessment & Accountability [Newsletter](#) and [Webinar](#)
- ☐ (ISAT) [Subscribe](#) to ISAT and IDAA portal updates.
- ☐ Contact your district or school's ISEE Coordinator to double-check that the currently assigned role(s) in the ISEE Program Contact file are correct.

Code	Role
CEEC	College Entrance Exam (CEE) Coordinator
DTC	District Testing Coordinator (DTC)
IELA	English Language Proficiency Assessment (ELPA)Coordinator
IRIC	Idaho Reading Indicator (IRI) Coordinator
ISAT	Idaho Standards Achievement Test (ISAT) Coordinator

### Website Exploration

- ☐ Explore the [Assessment and Accountability webpage](#) to orient yourself.
- ☐ Explore the [Portals and Platforms](#) to review assessment platforms. Contact the following to gain access to assessment platforms.

Assessment	Platform	Contact
ISAT/IDAA	Idaho Portal/TIDE	State ISAT Coordinator
IRI	Istation	State IRI Coordinator
ELPA	WIDA Secure Portal/WIDA AIMS	State ELPA Coordinator
PSAT/NMSQT & SAT	College Board Professional Dashboard (SSOR, SSD Online, etc.)	<a href="#">Varies by platform</a>

- ☐ Explore the [Portals and Platforms](#) to review ISEE applications. Contact your district or school's technology director or ISEE Coordinator to gain access to applications.

## Technology Infrastructure

- ☐ Identify a technology person in your district or school who can assist you with technology infrastructure.
- ☐ Establish guidelines to address any technical issues that may arise during test administration.
- ☐ Identify who is responsible for rostering students in the assessment platforms.
- ☐ Ensure students are rostered into the corresponding platform.
- ☐ Confirm technology requirements and ensure devices/tools are operational (student testing devices, district/school configuration, headsets, etc.).

Assessment	Technology Requirements
ISAT/IDAA	<a href="#">Technology Guide</a> <a href="#">Assistive Technology Manual</a>
IRI	<a href="#">IRI TAM</a>
ELPA	<a href="#">WIDA AMS Technology Resource List</a> <a href="#">DRC Insight Technology User Guide</a>
PSAT/NMSQT & SAT	<a href="#">Bluebook Technology for Professionals</a> <a href="#">Technical Troubleshooting Guide</a>

- ☐ Confirm/Update assessment management systems with current employee information and assign/remove appropriate permission sets.

Assessment	Technology Resources
ISAT/IDAA	<a href="#">ISAT/IDAA TIDE</a> <a href="#">TIDE User Guide</a> <a href="#">Technology Requirements for ISAT</a>
IRI	<a href="#">IRI Istation</a>
ELPA	<a href="#">WIDA Assessment Management System</a> <a href="#">WIDA Secure Portal</a> <a href="#">English Learner Management System</a>
PSAT/NMSQT & SAT	<a href="#">Role Setup Using the Managing Access Tool</a> <a href="#">Managing Access Tool</a>
NAEP	<a href="#">NAEP AMS</a> (Available in September of testing years)

## Logistics

- ☐ Review [Testing Population Requirements](#) for participation requirements and available exemptions.
- ☐ Identify local testing window/dates and location based on the [state testing window \(SY2024-25\)](#) in coordination with district and school administrators.
- ☐ Develop and communicate a clear [testing schedule](#) for all stakeholders (parents, students, teachers, and administrators). Ensure to account for student breaks and testing fatigue.
- ☐ Post testing days to school website per [\(ESEA Statute \(Section 1112\)\(e\)\(1\)\(B\)\(ii\)\)](#).
- ☐ Designate a secure storage area in each school for test materials.
- ☐ Review the [Data Acquisition Calendar](#).
- ☐ Review the [Assessment and Accountability Cycle](#) with STCs. Agree on dates and tasks.
- ☐ Identify School Testing Coordinators (STC), responsible for testing at each building.
- ☐ Identify, hire (if applicable), schedule proctors.

## Test Security

- ☐ Read and adhere to the [Assessment Integrity Guide](#).
- ☐ Review the [Assessment Observation Checklist](#).

- ☐ Develop and implement a strict electronic device use policy for testing. Consider outlining policy for both students and staff.
- ☐ Develop and implement after-testing activities guidelines. Consider outlining recommended activities for students who finish testing earlier. The activities should be academic and not distracting to other test-takers.
- ☐ Develop and communicate a clear chain of command in case of test incidents from an observer to the Superintendent/Charter Administrator.

### Accommodations and Special Needs

- ☐ Identify Special Education staff in your district or school who can assist you with accessibility features and accommodations.
- ☐ Review the [available accessibility features](#) and related tasks with Special Education staff.
- ☐ Submit [special accommodations request](#) (if applicable).
- ☐ (ISAT) Review the [text-to-speech and read aloud accessibility features](#).
- ☐ Confirm the test setting for students requiring accessibility features and accommodations.

### Ordering (if applicable)

- ☐ Order PSAT/NMSQT
- ☐ Order IRI Braille and Large Print
- ☐ Order ACCESS for ELLs Test Materials and Labels
- ☐ Order ISAT/IDAA Paper Test Materials

### Test Security Training

- ☐ (Optional) Take the [Assessment Security](#) self-paced course on Canvas.
- ☐ Provide security training to all staff (yearly training is required).
- ☐ Collect signed copies of [Assessment Confidentiality Agreement](#) from everyone who may be involved with testing (required to be retained for two years).
- ☐ Emphasize the importance of data privacy and confidentiality to all staff members handling assessment materials and results.
- ☐ (ELPA Specific) Collect [WIDA Non-Disclosure and User Agreement](#).

### Operational Training

- ☐ (Optional) Take the [ELPA Coordinator Training Course](#).

- ☐ Notify appropriate staff of [upcoming training](#).
- ☐ Ensure all test administrators complete the necessary training. Collect and retain TA certifications or training completion records.

Assessment	Required Training
ISAT/IDAA	<a href="#">ISAT/IDAA TA Certification Course</a>
IRI	
ELPA	<a href="#">ELPA WIDA Assessment Training</a> <a href="#">WIDA Screener &amp; ACCESS for ELLs Training Tool Kits</a>
PSAT/NMSQT & SAT	<a href="#">College Board Required Training</a>
NAEP	Provided by NAEP Field Staff

- ☐ Distribute/Review the appropriate “Test Administrator Manual (TAM)” provided by the Idaho Department of Education and ensure that all staff members thoroughly review and understand the content. If needed, provide training to staff members on how to administer assessments to students, including students requiring accessibility features.

Assessment	TAM
ISAT/IDAA	(Available December 31, 2024)
IRI	<a href="#">IRI TAM</a>
ELPA	<a href="#">WIDA Screener for Kindergarten Test Administrator Manual</a> <a href="#">WIDA Screener Online Test Administration Manual</a> <a href="#">ACCESS for ELLs Test Administrator Manual</a>
PSAT/NMSQT & SAT	<a href="#">Test Coordinator Manual</a> <a href="#">Proctor Manual</a>
NAEP	<a href="#">NAEP AMS</a> (Available in September of testing years)

## Test Preparation

- ☐ Support STCs and proctors with test prep.
- ☐ Support teachers with test preparation.

Assessment	TAM
ISAT/IDAA	ISAT Interims
IRI	Istation Modeling
PSAT/NMSQT & SAT	SAT Practice via Khan Academy

## Test Administration

- ☐ Report any test incidents and actions taken to resolve them to the Idaho State Department of Education within 24 hours.

Assessment	TAM
ISAT/IDAA	<a href="#">TIDE Test Incident Log</a> (forms)
IRI	<a href="#">Idaho Test Incident Log Application</a>
ELPA	<a href="#">Idaho Test Incident Log Application</a>
PSAT/NMSQT & SAT	<a href="#">Technical Troubleshooting Guide</a> (Reporting Irregularities)

- ☐ Ensure only authorized personnel with a signed Confidentiality Agreement Form can access the secure storage area.
- ☐ Inventory and track all test tickets, test booklets, answer sheets, scratch paper, and other assessment materials by maintaining a chain of custody and materials tracking protocol.
- ☐ Use the [Assessment Observation Checklist](#) and observe testing sessions to ensure TAs engage in active test proctoring.

## Reports

- ☐ Ensure all assessment results and related communication are sent to families within three weeks of receipt from the state ([IDAPA 08.02.03.111.05 b](#)).
- ☐ Prepare reports for various audiences. Visuals may be available in [Portals and Platforms](#) or [Report Card](#). Redacted files and other resources are available on the [Accountability page](#).
- ☐ Review the [school identification business rules](#).
- ☐ Check on your school, district, and state's progress in any of the assessment and accountability indicators via the [Idaho Report Card](#).

## Data

- ☐ Ensure assessment results are transferred and stored in the district or school's student information system.
- ☐ Maintain clean and accurate data by participating in appeals windows.
- ☐ Submit an [OTIS ticket](#) to obtain data not available in the [Portals and Platforms](#). Use the following ticket type.

Type
<b>Organization:</b> <div>District Users ▼</div>
<b>Ticket Type:</b> <div>Information or Report Request ▼</div>
<b>Action/Issue:</b> <div>Data Analysis/Research ▼</div>
<b>Category:</b> <div>K-12 Data or Report ▼</div>

## Who Tests?

All students enrolled in an Idaho public school, kindergarten through grade twelve (K-12), are required to participate in Idaho's Comprehensive Assessment Program, approved by the State Board of Education (IDAPA 08.02.03.111). Districts and charter schools are responsible for communicating the statewide assessment participation requirements to their parents and guardians. Idaho does not have a student/parent opt-out policy.

### [Testing Population Requirements](#)

## Assessment and Accountability Contacts

Name	Role	Phone Number
<a href="#">Ayaka Nukui</a>	Director	(208) 332-6926
<a href="#">Amber Van Vooren</a>	Coordinator, ISAT	(208) 332-6979
<a href="#">Kristiana Pierce</a>	Coordinator, ISAT	(208) 332-6903
<a href="#">Karren Streagle</a>	Coordinator, IDAA	(208) 332-6824
<a href="#">Kacy Proctor</a>	Coordinator, IRI	(208) 332-6988
<a href="#">Andrew Bennett</a>	Coordinator, ELPA	(208) 332-6909
<a href="#">Paul Kleinert</a>	Coordinator, NAEP	(208) 332-6957
<a href="#">Sophie Stokes</a>	Coordinator, College & Career Readiness	(208) 332-6948
<a href="#">Aaron Kennedy</a>	Data Analyst	(208) 332-6847