

Roles and Responsibilities

(Referred to as DAC forward. Win-E-Mac School DAC's are Melanie M. Nelson and Kevin McKeever.

School Assessment Coordinator's Roles and Responsibilities for Testing :

The School Assessment Coordinator is the key link between the District Assessment Coordinator and the Test Monitors. In conjunction with the District Assessment Coordinator, the School Assessment Coordinator is responsible for implementing the test administration procedures that maintain test security and the integrity of the test results.

1. Implement test administration and test security policies and procedures.
2. Identify appropriate tests for students and insure student data sent to service providers for testing is correct.
3. Prepare testing conditions.
4. Train staff. Review state-provided training materials and any other training materials required by the district.
5. Provide each test monitor with a username and login information to the PearsonAccessNext website. Guide them to and through the training modules required.
6. Maintain security of test content and test materials. The DAC must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed. Distribute MTAS materials to MTAS Test Administrators prior to testing for administration preparation and adaptation of materials to meet individual student needs. MTAS materials must be kept secure by the Test Administrators as they prepare for testing; objects and manipulatives gathered by Test Administrators may remain in the classroom for daily use.
6. Complete and confirm Site Readiness on the MDE, TestWes site.

School Assessment Coordinator's Responsibilities on Testing Days: Same as above.

Win-E-Mac does not have a specific "School" Coordinator. As a K-12 building, the DAC and SAC are one in the same personnel.

District (School) Assessment Coordinator's Responsibilities after Testing:

1. Insure that any secure paper test materials, student testing tickets, and scratch paper are kept in a locked, secure location after testing. Following district policy, materials

may be collected at the district or school level or kept secure between testing sessions by the Test Monitor or Test Administrator.

2. Use security checklists to verify receipt of all secure paper test materials from the assigned Test Monitor or Test Administrator after testing is completed. Return copies of the security checklists to the District Assessment Coordinator.
3. Insure that designated staff have entered student responses from paper accommodated test materials and scores from MTAS administrations online. All information must be entered before the testing windows close in order to have the tests scored and reported.
4. Arrange for secure disposal of all test materials that are not required to be returned as outlined in the applicable guides and resources. The secure disposal must be completed within 48 hours after the close of the testing window.
5. Follow procedures for returning MCA and MTAS secure test materials as outlined in the applicable user guides.
6. Prepare materials for pickup by the carrier designated on the designated date(s). Ensure that all boxes containing the secure testing materials are in a secure location known to appropriate school staff or are returned to the district office.
7. Complete Posttest Editing in Test WES.
8. Insure the requirements for embargoed final assessment results are followed.

Test Monitor's Roles and Responsibilities for Testing:

Test Monitors for Win-E-Mac School include grade level teachers, special education teachers and paraprofessionals. All test monitors have completed the required training sessions as indicated through PearsonAccessNext.

The Test Monitor is responsible for maintaining test security during test administration, including actively monitoring test sessions and keeping test materials secure. For online test administrations, this includes student testing tickets and scratch paper, and for paper test administrations, this includes paper accommodated test materials. The Test Monitor also insures that students follow the directions during the test administration.

Test Monitor's Responsibilities before Testing:

1. Read and complete the Assurance of Test Security and Non-Disclosure to confirm your understanding of, and intention to implement, policies and procedures applicable to your role to insure test security and test score integrity.
2. Complete all annual district or school website training on district/school policies and procedures related to test administration and test security.
3. Review the Test Monitor and Student Directions for the responsibilities and step-by-step instructions for each test administration.

4. Know the school's plan for keeping test materials and test content secure between test sessions when students are taking an assessment over multiple days or taking a break on the same day.
5. In conjunction with DAC, know which students are to be provided with appropriate accommodations and any specific test administration procedures related to the accommodation.
6. Remove or cover any instructional posters or graphics, including strategy techniques or methods, in the testing room or on student desks.
7. Print all testing tickets for online testing and assure technology devices are fully charged and have the TestNav app on them.

Test Monitor's Responsibilities on Testing Days:

— Before Students Arrive:

1. Receive secure test materials from the DAC and keep them secure until the test session.
2. Check paper test materials to verify that all the test materials listed on the Test Monitor Test Materials Security Checklist are in the test materials you receive.
3. Make sure there are enough computers/devices or paper accommodated test materials for the number of students taking the test.
4. For online testing, make sure you have the student testing tickets for the students in your test session. Ensure all allowable materials for students (e.g., scratch paper, pens, or pencils) are ready to distribute to students as needed
5. Use the Test Monitor Test Materials Security Checklist to assign numbered test books to individual students.
6. Prepare the testing environment ~ align desks to accommodate student needs. Remove all posters with information relevant to testing and provide scratch paper and calculators as needed.

— During the Test:

1. Verify that students are logged in and taking the correct test.
2. Follow the script in the Test Monitor and Student Directions exactly.
3. Follow the district policies and procedures for restricting student access to cell phones and other devices during testing.
4. Stay in the room and actively monitor during the entire test session.
5. Know what to do and whom to contact if an emergency or unusual circumstance arises (e.g., a student gets sick or is injured, the fire alarm goes off) so that you can continue to actively monitor the students who are testing.
6. Know what to do and whom to contact if technology issues are encountered during an online test administration so that you can continue to actively monitor the students who are testing.

7. Do not review, discuss, capture, email, post, or share test content in any format.
8. Insure all students have been provided the opportunity to independently demonstrate their knowledge.
9. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
10. Notify the District or School Assessment Coordinator of any possible security breaches as soon as possible.

— After the Test

1. Follow the Test Monitor and Student Directions exactly.
2. Collect all student testing tickets, scratch paper, and other materials provided during testing (e.g., formula sheets) and keep them secure after each testing session. When testing is completed, return these materials to the District or School Assessment Coordinator or securely dispose of them, if instructed (no more than 48 hours after the close of the testing window).
3. Keep paper test materials secure after the test session, and return them to the DAC or to a secure location.
4. Immediately notify the District or School Assessment Coordinator if any test materials are missing.

Technology Coordinator's Roles and Responsibilities for Testing:

The technology coordinators for Win-E-Mac School are Troy Reynolds and Mike Vesledahl.

The District/Assessment Technology Coordinator is responsible for ensuring that the district is prepared for online test administration and providing technical support to district staff.

1. Acquire a user ID and password for PearsonAccess Next and WIDA AMS from the District Assessment Coordinator.
2. Read and complete the Assurance of Test Security and Non-Disclosure to confirm your understanding of, and intention to implement, policies and procedures applicable to your role to ensure test security and test score integrity.
3. Attend district training on test administration and test security training and any service provider technology trainings.
4. Review all technical documentation available on the service provider websites.
5. Prepare computers and devices for online testing following requirements outlined in the Online Testing Infrastructure Readiness Checklist for MCA. Verify the TestNav app is installed on all devices in the district to be used for testing.
6. Use technical resources on WIDA website to ensure readiness for online testing.

7. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
8. Provide technical support/troubleshooting during test administration, and contact the service provider help desks as needed.