

New Test Coordinator Take-off



Welcome to campus testing!

This presentation navigates through the general duties of Test Coordinators.



What is the end-game?

Oversee the standards and procedures to correctly administer testing programs.



Do your best!

A small illustration of a test score sheet or roster posted on the wall. It contains a grid of names and scores, with some cells highlighted in yellow.

Types of tests



Key testing points

State Assessments

State tests are mandated by TEA. Texas school districts must administer these tests annually for compliance.



- Given by State & National Assessments
- State tests are secure tests
- **Examples:** STAAR, EOC, TELPAS, IPT, TMSFA, ACT

Local Assessments

Local tests are mandated by district policy. All DISD schools must administer these tests as directed.



- Given by Local Assessment or campus
- Local tests may be secure or non-secure tests
- **Examples:** ACPs, Common Assessments

National Assessments

Required tests for national report cards, college admissions or national merit recognition.



- ▲ Given by State & National Assessments or vendor
- ▲ National tests are secure tests
- ▲ **Examples:** NAEP, SAT, PSAT, IB, AP

How will you serve?

1.

Learner



2.

Resource



3.

Facilitator



3 Cycles of testing

1. BEFORE testing | 2. DURING testing | 3. AFTER testing

You must be trained and sign an oath of test security before facilitating tests.



1. Review the districtwide testing schedule and email updates.

2. Attend the scheduled training meeting. Create a campus testing plan.

3. Move testing materials to secure storage area. Audit the packing slip.

4. Train your staff and head principal. Pick up orders for extra materials. Prep all testing areas.

Verify the

5. accommodations students need based on IEPs and LPAC. Order special test versions.

9. Secure used and unused testing materials. Quality control scorables to scan as directed for the test.

8. Administer the tests as directed for each grade and subject.

7. Check testing materials out and in daily. Keep track of absentees.

6. Verify the total # of small groups, test exemptions & extra proctors needed.

10. Administer make-up tests for absent students and transfer students who did not test.

11. Review test results and data. Submit corrections for missing test scores.

12. Pack and return testing materials as directed. File testing irregularities.

Woo-Hoo!
You completed the test administration!



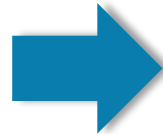
What will learning look like?

Learning is experienced through different channels.



Instructor-led

- SNA
- Local Assessment
- Regional reps



Peer groups

- Feeder patterns
- Buddy groups
- Forums



Lab/Workshop

- TELPAS
- New system rollout
- On-demand



Self-Study

- Online modules
- Meeting handouts
- Testing manuals

4 tips for being a campus resource:

1. Plan, plan, plan!



2. Manage your time.



3. Learn the testing info.



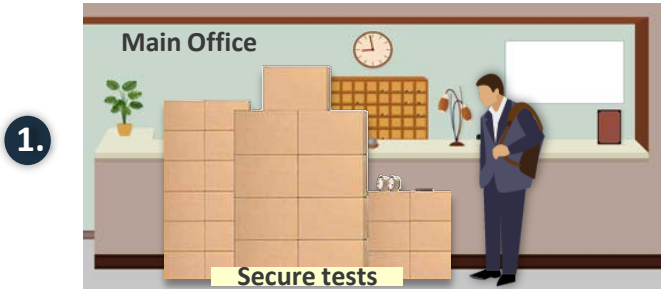
4. Use your resources.



How will you implement what you learned?

Supervising the three cycles of a testing window.

Before testing



During testing



After testing



Training and supervising your campus through the test administrations.

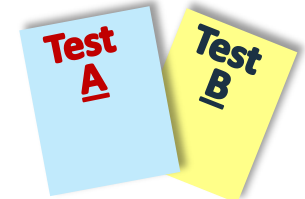


Test Coordinators serve as the testing liaisons between the campus and assessment departments.

Carefully monitoring test security to avoid testing irregularities.



Cheating



Wrong tests administered



No active test monitoring

Best practices = lighter workloads

Procrastinator



Missed
the meeting

Lost the
testing info

Began at the
very end

Sporadic
staff training

Refused to
ask for help

Attended
the meeting

Studied the
testing info

Planned
very early

Thorough
staff training

Asked a lot
of questions

Proactive



Remember where to go for help!

State & National Assessments

(972) 925-6410

www.dallasisd.org/SNA

Local Assessment

(972) 925-8940

<http://assessment.dallasisd.org>



Fall Overview Meeting Times

September 15, 2017

High Schools - 9am-12pm

Middle schools – 1pm-3pm

September 18-19, 2017

Elementary Schools – *per reservation*

8:30am-11:30am or 12:30pm-3:30pm

Please check your email for the location and the elementary registration invitation.