

Assessment User Roles and Responsibilities Checklist

CAI-Deployed Assessments

The *ILEARN*, *I AM*, *IREAD-3*, and *ISTEP+* assessment programs rely on a system of specific roles and responsibilities in order to successfully administer assessments and secure data from unauthorized persons. The following roles and responsibilities apply to corporation- and school-level personnel for both the Indiana Department of Education (IDOE) and Cambium Assessment, Inc. (CAI) systems:

Corporation Test Coordinator (CTC) / Non-Public School Test Coordinator (NPSTC)

- Both Testing Modes
 - Distribute listserv messages and updates from the Office of Student Assessment (OSA) and testing vendors to relevant corporation and school staff each week.
 - Ensure all applicable staff complete annual test security training by September 30 and a refresher training prior to the start of the spring state assessment administration windows.
 - Ensure all applicable school and corporation staff review and sign the current school year's Indiana Testing Security and Integrity Agreement annually by September 30.
 - Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff trainings is on file locally.
 - Ensure Test Administrators (TAs) and Proctors complete test administration and test accommodations training prior to the start of state testing windows for each assessment. Maintain local documentation of completed staff training.
 - Follow procedures outlined in the Code of Ethical Practices and Procedures, assessment manuals, and IDOE guidance documents.
 - Assign permissioned user roles within CAI's Test Information Distribution Engine (TIDE) for other school personnel (e.g., School Test Coordinators [STCs], Corporation Information Technology Coordinators [CITCs], TAs).
 - Download and distribute the applicable Test Administrator's Manuals (TAMs) from the Indiana Assessment Portal for school personnel to access in advance of the test window(s).

- ❑ Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (i.e., control and document distribution and collection of secure assessment materials at the corporation level).
- ❑ Ensure accommodations and designated supports are correctly reflected in TIDE.
- ❑ Monitor STCs at each school site during testing to ensure test administration and test security protocols are being followed.
- ❑ Document any test irregularities and immediately submit Testing Irregularity Reports to IDOE.
- ❑ Document test security concerns and immediately submit Testing Concerns and Security Violations Reports to IDOE.
- ❑ Ensure STCs provide parents and guardians access to preliminary and final student scores as soon as possible.
- ❑ Oversee the rescore process with parents, guardians, and educators.
- ❑ Paper-and-Pencil Testing
 - ❑ Place orders for extra assessment materials for one or more schools during the Additional Materials Order (AO) window, as needed.
 - ❑ Control the secure storage, inventory, distribution, administration, and collection of assessment materials for the corporation.
 - ❑ Return all used and unused (including large print and/or braille) assessment books to the testing vendor as directed by required deadlines.

Corporation Information Technology Coordinator (CITC)

- ❑ Distribute Assessment Technology Leaders (ATL) listserv messages and updates from OSA and testing vendors to relevant corporation and school staff each week.
- ❑ Both Testing Modes
 - ❑ Assign permissioned user roles within TIDE for other school personnel (e.g., STCs, TAs), if directed by the CTC or NPSTC.
- ❑ Online Testing
 - ❑ Thoroughly review the Technology Setup for Online Testing Quick Guide and system-specific configurations documents, as applicable.

- ❑ Download and install CAI's Secure Browser on student testing devices.
- ❑ Use the Network Diagnostic Tool to confirm device readiness and network capacity.
- ❑ Ensure compatible school-owned TA devices are available.
- ❑ Oversee completion of Systems Readiness Test(s) (SRT) as applicable.
- ❑ Complete the required SRT survey.
- ❑ Manage student testing devices and network bandwidth during testing to ensure test security and connectivity.
- ❑ Troubleshoot technical issues with the Indiana Assessment Help Desk.

School Test Coordinator (STC) / Non-Public School Testing Coordinator (NPSTC)

- ❑ Both Testing Modes
 - ❑ Provide test security, test administration, and testing accommodations training to all applicable staff prior to the start of state testing windows for each assessment.
 - ❑ Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff trainings is on file locally.
 - ❑ Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (i.e., control and document distribution and collection of secure assessment materials within the building).
 - ❑ Follow procedures located in assessment manuals and those outlined by IDOE relating to accommodations, testing conditions, and general test administration.
 - ❑ Provide the necessary furniture and lighting to allow students to do their best work when testing.
 - ❑ All school personnel involved in administering the test are responsible for the quality of testing conditions.
 - ❑ Monitor testing (including make-up testing) to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and that staff are appropriately providing students with accommodations included in their Individualized Education Plans (IEPs), Individual Learning

Plans (ILPs), Section 504 Plans, Choice Special Education Plans (CSEPs), or Service Plans.

- Create testing schedules prior to the start of the state testing windows and ensure students who are absent complete make-up testing.
- Immediately report to the CTC any missing assessment materials, testing irregularities, interruptions, test security concerns, and/or invalidations.
- Provide parents and guardians access to preliminary and final student scores as soon as possible.

Test Administrators (TAs)

- Both Testing Modes
 - Review the TAM ahead of the test window and discuss any questions or concerns with the STC.
 - Review the Code of Ethical Practices and Procedures.
 - Read all applicable portions of the current Indiana Assessments Policy Manual.
 - Review accommodations needed by students in advance of the test administration and alert the STC of any discrepancies.
 - Complete all applicable test administration, test security, and test accommodations trainings prior to the start of state testing windows for each assessment.
 - Review and sign the current school year's Indiana Testing Security and Integrity Agreement annually by September 30.
 - Follow scripted directions outlined in the appropriate TAM to initiate test sessions and administer assessments to students.
 - Actively monitor students during testing.
 - Ensure the quality of the test environment is conducive to student testing (i.e., free of distractions and noise).
 - Ensure that students do not have access to unallowable personal electronic devices including, but not limited to, smartphones and smart watches.
 - Immediately report to the STC any missing assessment materials, testing irregularities, interruptions, test security concerns, and/or invalidations.
 - Follow security regulations for pick-up and return of secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing.

Principal (User role available only during Rescore Request windows)

- ❑ Share and review item images with parents, as requested, during designated Rescore Request windows.
- ❑ Submit rescore requests (“Request an Item Rescore”) for specific items in TIDE, as appropriate.

All school personnel involved in administering ILEARN, I AM, IREAD-3, and/or ISTEP+ assessments should review the 2020-2021 Indiana Assessments Policy Manual for additional guidance relating to roles and responsibilities as well as TIDE-specific user roles outlined in the TIDE User Guide ahead of the test window. The TIDE User Guide is located on the [Indiana Assessment Portal](#).

WIDA

WIDA relies on a system of specific roles and responsibilities in order to successfully administer assessments and secure data from unauthorized persons. The following roles and responsibilities apply to corporation and school-level personnel for both the IDOE, WIDA, and Data Recognition Corporation (DRC) in addition to those already noted above as general requirements:

Corporation Test Coordinator (CTC)

- ❑ Disseminate accurate, specific, and up-to-date details regarding WIDA assessments to staff throughout the year. This includes distributing listserv messages and updates from the Office of Student Assessment (OSA), WIDA, and DRC to relevant corporation and school staff each week.
- ❑ Be the main point-of-contact with DRC, the testing vendor for WIDA Assessment Management System ([WIDA AMS](#)).
- ❑ Set up new user accounts within the [WIDA Secure Portal](#) and WIDA AMS.
- ❑ Collaborate with the Corporation/School STN Administrator to complete the DOE-TL (“Test Layout”) data submission for WIDA ACCESS in October. The purpose of this data collection is to populate student-level information for online testing in WIDA AMS and to generate initial materials orders and Pre-ID (student barcode) labels.
- ❑ Successfully complete applicable WIDA ACCESS training course modules accessible in the WIDA Secure Portal.

The CTC may assign a separate test coordinator/designee (e.g., Title III/EL Director) the District Coordinator user role and the responsibilities of:

- ❑ Setting up new WIDA and WIDA AMS user accounts.

- ❑ Ensuring that TAs have successfully completed training courses and corresponding quizzes to administer all applicable WIDA assessments. Completion of training is required within 24 months of test administration.
- ❑ Overseeing the administration of WIDA assessments.

Note: The CTC is ultimately responsible for ensuring successful implementation of WIDA assessments.

Technology Coordinator

Technology Coordinators are responsible for all technical and system set-up for online testing and coordinating with DRC on any local system issues. Web-based trainings for the Technology Coordinator are provided through [WIDA AMS](#). The CTC must create a user account for the Technology Coordinator in WIDA AMS. Users who had WIDA AMS accounts in 2019-2020 will maintain the same login credentials for the 2020-2021 school year.

Test Administrator

WIDA assessments must be administered only by personnel who hold an instructional, administrative, or school services license granted by IDOE, as outlined in Section 4 of the Indiana Assessments Policy Manual. Non-certified personnel (e.g., teacher's aides, secretaries, or substitute teachers who do not hold one of the above mentioned licenses) may only serve as Proctors, not as TAs. In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a TA. Proctors may, however, assist the TA before, during, and after the test administration.

WIDA TAs are required to be certified through WIDA for any assessments they will administer by successfully completing the corresponding training course. TAs must have completed training within two years (24 months) of the date they are administering the test or when significant revisions to training materials occur.

WIDA TAs must actively monitor students during test administration to ensure students are on task and do not have access to unallowable devices (e.g., smart phones, smart watches, etc.). Students should not be permitted to test in a room that is not being actively monitored by the TA. Only students who are testing should be present in the testing room.