

Assessment-Related Roles and Responsibilities 2018-2019

Role	Responsibilities	
Superintendent	<ul style="list-style-type: none"> • Oversees educational program, including assessments • Ensures development of a <i>test security policy</i> for the corporation and each individual school • Oversees test security investigations • Implements ethical testing practices and procedures • Designates Corporation Test Coordinator (CTC) and School Test Coordinator(s) (STC) 	
Corporation Test Coordinator (CTC)	<ul style="list-style-type: none"> • Provides direct oversight of assessment processes • Disseminates guidance regularly related to assessment programs for staff • Develops, communicates and implements procedures, protocols and training relative to test security, test access and accommodations, secure storage and tracking of materials, and ethical testing practices • Serves as point-of-contact for the community (i.e., parents and media) related to assessment programs • Maintains documentation of all test-related training at the corporation level, including training for STCs and other staff • Communicates expectations and procedures for reporting unethical behavior • Ensures and verifies timely return of test materials back to vendors • Ensures accurate and timely reporting of results • Facilitates communication between the corporation and the IDOE 	
School Test Coordinator (STC)	<ul style="list-style-type: none"> • Provides direct oversight of assessment processes and disseminates guidance related to assessment programs • Communicates and implements procedures, protocols and training relative to test security, test access and accommodations, custody of secure materials, and ethical testing practices • Serves as the point-of-contact and ensures appropriate communication with parents, students and school community stakeholders in all matters relevant to assessments in which the school participates • Completes all school-level administrative duties required of each assessment • Ensures implementation of appropriate assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan • Maintains documentation of all test-related training at the school, including training for Principals, Examiners, Proctors, & other staff • Communicates expectations and procedures for reporting unethical behavior • Ensures accurate and timely reporting, especially to parents • Facilitates communication between the school and the CTC 	
Examiner/Proctor	<ul style="list-style-type: none"> • Attends required corporation and/or school assessment training • Reviews all examiner protocols and materials and administers assessments per manual instructions • Communicates to STC any testing irregularities or security concerns • Ensures implementation of ethical testing practices at all times • Monitors students throughout test sessions • Ensures quality of test environment • Implements appropriately assessment accommodations, per the student's IEP, ILP, Section 504 Plan or Service Plan • Reports any unethical practices or behavior before, during, and after testing 	