

## **Corporation and Schools: Assessment User Roles & Responsibilities (ILEARN, I AM, & IREAD-3)**

The *ILEARN*, *I AM*, and *IREAD-3* assessment programs rely on a system of specific roles and responsibilities in order to secure data from unauthorized persons. The following roles and responsibilities apply to corporation and school-level personnel for both IDOE and AIR 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 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 before each administration window.
  - 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 accommodation training prior to the beginning of testing. Maintain locally documentation of completed staff training.
  - 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.
  - Follow procedures outlined in the *Code of Ethical Practices and Procedures*, assessment manuals, and IDOE guidance documents.
  - Assign permissioned user roles within AIR's Test Information Distribution Engine (TIDE) for other school personnel (e.g., STCs, CITCs, TAs).
  - Download 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 (Test Information Distribution Engine).
  - 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 (AMO) 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)**

- 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 AIR'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.
  - Manage student testing devices and network bandwidth during testing to ensure test security and connectivity.
  - Troubleshoot technical issues with the AIR Helpdesk.

### **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.
  - 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 IEPs, ILPs, Section 504 Plans, or Service Plans.
- Create testing schedules and ensure students who are absent complete make-up testing.
- Immediately report to the CTC any missing assessment materials, testing irregularities, interruptions, and/or invalidations.

### **Test Administrators (TAs)**

- Both Testing Modes
  - Study the TAM ahead of the test window and discuss with the STC any questions or concerns.
  - Review the *Code of Ethical Practices and Procedures*.
  - Read all applicable portions of the current *Indiana Assessment Policies, Administration, & Security 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.
  - Follow scripted directions outlined in the appropriate (TAM) to initiate test sessions and administer assessments to students.
  - Monitor students during testing.
  - Ensure the quality of the test environment is conducive to student testing (i.e., free of distractions and noise).
  - Immediately report to the STC any missing assessment materials, testing irregularities, interruptions, 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.

All school personnel involved in administering ILEARN, I AM, and/or IREAD-3 assessments should review the 2018-2019 *Indiana Assessment Policies, Administration, and Security Manual* for additional guidance relating to roles and responsibilities as well as TIDE-specific user roles outlined on pages 4-5 of the [TIDE User Guide](#) ahead of the test window. The TIDE User Guide is located on the [Indiana Assessment Portal](#).