

Learning the Ropes of Being a Testing Coordinator

Assessment, Evaluation and Research

Duties of a Testing Coordinator

Serve as system contact for assessment communications between State & local schools.

- ❖ State testing online message center
- ❖ Ordering & receiving materials
- ❖ Accounting for & shipping materials
- ❖ Receipt and distribution of reports



Duties of a Testing Coordinator

- ❖ Implement State Test Security Guidelines.
- ❖ Implement local test security policy which incorporates, ATA MINIMUM, the State Test Security Guidelines.
- ❖ Monitor compliance of local test security plan.



State of Tennessee Test Security Law

Tennessee Code Annotated (T.C.A.) 49-1-607:

Any person found to have not followed security guidelines for administration of the TCAP test, or successor test, including making or distributing unauthorized copies of the test, altering a grade or answer sheet providing copies of answers or test questions, or otherwise compromising the integrity of the testing process shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.

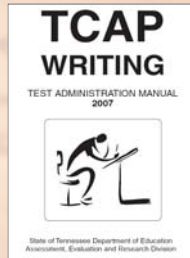
[Acts 1992, ch. 535, 4.]

Duties of a Testing Coordinator

Read Test Administration Manual (TAM)

- ❖ Familiar with content
- ❖ Aware of annual updates
- ❖ Use as reference tool
- ❖ Online TAM located

<http://www.state.tn.us/education/assessment>



Duties of a Testing Coordinator

Develop a testing schedule

2010-2011	Fall	Spring	Summer
Achievement/MAAS		April 11-22	
EOC	Last 10 days of course	Last 10 days of course	Last 10 days of course
EOC/AYP	Dec. 7-10	May 3-6	July 12-15
Gateway - Online	Sept 27-Oct 8 December 6 - 17	Feb 28 - Mar 11 May 2 - 20	June 13-24 July 11-22
Writing	Pilot - Nov 8-10	February 1	
CRA	Pilot - Nov 8-10		
ELDA		Feb. 14 - Mar. 25	
ACT		March 9 Make-up Mar 29	
Explore/Plan	Sept. 20 - Nov. 12		

Duties of a Testing Coordinator



Item	Quantity	Received	Distributed	Collected	Returned
Item 1	100	100	100	100	100
Item 2	50	50	50	50	50
Item 3	25	25	25	25	25
Item 4	10	10	10	10	10
Item 5	5	5	5	5	5

- ❖ Coordinate, verify, & order online assessment materials.
<https://tdoe.randasolutions.com/>
- ❖ Verify quantities of assessment materials received, distributed, collected, & returned.
- ❖ Complete Central Office Distribution Log & verify schools' Shipping Order Forms.

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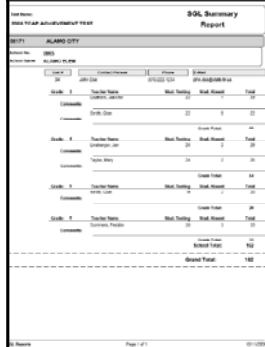
Duties of a Testing Coordinator



- ❖ Establish restricted, secure storage area for test materials.
- ❖ Implement procedures to ensure all students are assessed.
- ❖ Monitor schools to ensure testing schedule & local test security plan is followed.

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Duties of a Testing Coordinator



Year Group	Grade	Count	Percentage
2019-20	PK	100	100%
2019-20	1	100	100%
2019-20	2	100	100%
2019-20	3	100	100%
2019-20	4	100	100%
2019-20	5	100	100%
2019-20	6	100	100%
2019-20	7	100	100%
2019-20	8	100	100%
2019-20	9	100	100%
2019-20	10	100	100%
2019-20	11	100	100%
2019-20	12	100	100%
2019-20	13	100	100%
2019-20	14	100	100%
2019-20	15	100	100%
2019-20	16	100	100%
2019-20	17	100	100%
2019-20	18	100	100%
2019-20	19	100	100%
2019-20	20	100	100%
2019-20	21	100	100%
2019-20	22	100	100%
2019-20	23	100	100%
2019-20	24	100	100%
2019-20	25	100	100%
2019-20	26	100	100%
2019-20	27	100	100%
2019-20	28	100	100%
2019-20	29	100	100%
2019-20	30	100	100%
2019-20	31	100	100%
2019-20	32	100	100%
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2019-20	70	100	100%
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2019-20	79	100	100%
2019-20	80	100	100%
2019-20	81	100	100%
2019-20	82	100	100%
2019-20	83	100	100%
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2019-20	88	100	100%
2019-20	89	100	100%
2019-20	90	100	100%
2019-20	91	100	100%
2019-20	92	100	100%
2019-20	93	100	100%
2019-20	94	100	100%
2019-20	95	100	100%
2019-20	96	100	100%
2019-20	97	100	100%
2019-20	98	100	100%
2019-20	99	100	100%
2019-20	100	100	100%

Review, approve, & submit **School Group List (SGL)** and information online.

<https://tdoe.randasolutions.com/>

- ❖ Review SGL online.
- ❖ Approve & submit online to AER for use in processing.

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Duties of a Testing Coordinator

Review, approve, & submit Report of Irregularity (RI) information online.

<https://tdoe.randasolutions.com/>

- ❖ Review RI information for each school online.
- ❖ Approve and submit online to AER for use in processing.

Duties of a Testing Coordinator

- ❖ Verify appropriate use & accurate completion of all Breach of Testing Security forms.
- ❖ Follow Flow Chart in the Test Administration Manual (TAM).

Secure environments prevent breaches.

Duties of a Testing Coordinator

Verify appropriate use & accurate completion of all Inactive Test Material forms.

- ❖ Verify materials placed under ITM should not be scored.
- ❖ Sign ITM, photocopy, & return with materials to AER.

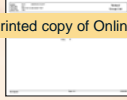
Duties of a Testing Coordinator

Ensure assessment materials are appropriately completed & in specified order when returned for processing.

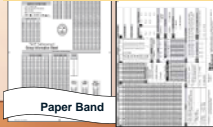


White Box

Printed copy of Online SGL



TAG with Answer Documents



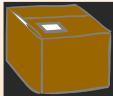
Copy of Shipping Order

Duties of a Testing Coordinator

Answer Documents should be returned in white boxes within 3 business days after testing is completed.



White Box



Brown Box

All other testing materials should be returned in brown boxes within 5 business days after testing is completed.

Duties of a Testing Coordinator

Distribute test results promptly to appropriate school personnel.

<p>Achievement Available on <u>Online on Pearson Access</u> Individual Profile Report Class Report Achievement Level Summary Report School and System Reporting Category Performance Report School and System Disaggregation Summary Report School and System</p>	<p>Gateway and End of Course Available on <u>Online on Pearson Access</u> Individual Profile Report Class Report Achievement Level Summary Report School and System Performance Summary Report School/Teacher System/School Disaggregation Summary Reports School and System</p>
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Student Label
Individual Profile Report

Assessment, Evaluation, and Research 2010-2011 Testing Coordinators' Year at a Glance

September	October	November	December
<ul style="list-style-type: none"> *Order Fall EOC/EOC-AYP *Order February Writing *Order Alt-PA *Administer Explore/Plan *Receive Summer EOC/EOC-AYP Reports *EOC/EOC-AYP Item Content/Bias Review * Attend LEAD Conference 	<ul style="list-style-type: none"> *Order Spring Achievement *Order Spring MAAS *Administer Explore/Plan *Attend Fall Regionals *Receive Fall EOC/EOC-AYP Practice Materials *CRA Teacher Committee 	<ul style="list-style-type: none"> *Administer CRA Pilot *Administer Writing Pilot *Administer Explore/Plan *Receive Fall EOC/EOC-AYP Test Materials *Nominations for Writing Scoring Committee *English I-III Passage Review *ACH EIS upload 	<ul style="list-style-type: none"> *Administer EOC/EOC-AYP *Receive Alt-PA Binders *Scan EOC/EOC-AYP *Return Fall EOC/EOC-AYP Materials *ACH EIS upload to Pearson Access
January	February	March	April
<ul style="list-style-type: none"> *Order Spring EOC/EOC-AYP *Continue EOC Admin. *Receive Writing Assessment Materials * NAEP Assessment Administration 	<ul style="list-style-type: none"> *Administer Writing Assessment *Administer ELDA *Return Alt-PA Binders *Writing Assessment Scoring Committee *Achievement Item Content/Bias Review * NAEP Assessment Administration 	<ul style="list-style-type: none"> *Administer ELDA *Administer ACT - weekday *Receive Fall EOC/EOC-AYP reports *Receive Achievement Practice Materials *Attend Assessment Regional Trainings *Writing Live Scoring Alert 	<ul style="list-style-type: none"> *Order TELPA *Administer Achievement *Administer TIMSS *Receive EOC/EOC-AYP Practice Materials *Receive Spring EOC/EOC-AYP Test Materials *Return Achievement Materials *Writing Live Scoring
May	June	July	August
<ul style="list-style-type: none"> *Order Summer EOC/EOC-AYP *Administer EOC/EOC-AYP *Administer TIMSS *Return Achievement Materials *Return EOC/EOC-AYP Materials *Scan EOC/EOC-AYP *Writing Data Review *Receive Writing Assessment Student Reports 	<ul style="list-style-type: none"> *Receive EOC/EOC-AYP Practice Materials *Receive Achievement Student Reports *Receive Summer EOC/EOC-AYP Materials *Writing Summary Reports 	<ul style="list-style-type: none"> *Administer EOC/EOC-AYP *Receive Spring EOC/EOC-AYP Reports *Scan EOC/EOC-AYP *Return Summer EOC/EOC-AYP Materials *Achievement Passage Review 	

Assessment Jargon (LMNOP)

- ACT American College Testing Program
- AER Assessment Evaluation Research
- ALE Alternate Learning Expectations
- ALSR Achievement Level Summary Report
- APBA Alternate Performance Based Assessment
- API Alternate Performance Indicators
- BTC Building Testing Coordinator
- CDF Comprehensive Data File
- CRT Criterion Referenced Test
- DOE Department of Education
- ELDA English Language Diagnostic Assessment
- ELL English Language Learner
- EPAS Educational Planning and Assessment System
- ESL English as a Second Language
- ETS Educational Testing Service
- FTTT First to the Top
- GIS Group Information Sheet
- GTI Guide to Test Interpretation
- IEP Individual Education Plan
- IPR Individual Profile Report
- ITM Inactive Test Material
- LEP Limited English Proficient Student
- ME Medical Exception
- NAEP National Assessment of Educational Progress
- NCLB No Child Left Behind
- NELB Non English Language Background
- NRT Norm Referenced Test
- OP Operational Unit
- OPI Objective Performance Indicators
- PARCC Partnership for Assessment of Readiness for College and Careers
- PLAN Pre-ACT Assessment
- PSAT/NMSQT Preliminary SAT/National Merit Scholarship Qualifying Test

- PSAT Preliminary Scholastic Aptitude Test
- RANDA R and A Solutions
- RCPI Reporting Category Performance Indicators
- RI Report of Irregularity
- RTTT Race to the Top
- SAT Scholastic Aptitude Test
- SDDV Student Demographic Data Verification
- SGL School Group List
- SPI State Performance Indicators
- SS Scale Score
- SR Selected Response
- SSID Student Identification System
- STC System Testing Coordinator
- TAC Technical Advisory Committee
- TAG Test Administration Group
- TAM Test Administration Manual
- TAP Teacher Advancement Program
- TCA TN Code Annotated
- TCAP Tennessee Comprehensive Assessment Program
- TCAP/ACH Achievement Assessment
- TCAP/Alt-PA Alternative Portfolio Assessment
- TCAP/CRA Constructed Response Assessment
- TCAP/ELSA English Linguistically Simplified Assessment
- TCAP/EOC End of Course Assessment
- TCAP EOC/ELSA English Linguistically Simplified Assessment
- TCAP/GW Gateway Assessments
- TCAP/HSAS Holistically Scored Assessment System
- TCAP/MAAS Modified Academic Achievement Standards
- TCAP/WA Writing Assessment
- TELPA Tennessee English Language Proficiency Assessment
- TFAP Tennessee Formative Assessment Program
- TIMSS Trends in International Mathematics and Science Study
- TVAAS Tennessee Value-Added Assessment System
- USID Unique Student Identification number