

Appendix J: AASCD Test Administrator Checklist

Spring 2024 AASCD Test Administrator Checklist

The purpose of this document is to provide test administrators (TAs) with the following:

- Dates for testing windows
- Key steps to prepare for the spring 2024 AASCD administration
- Important dates and activities, as well as a suggested timeline for preparations

Spring 2024 AASCD Testing Window

Test administrators should use the table below as a reference on the systems used for entering and submitting student responses and the windows for doing so for the spring 2024 AASCD.

AASCD Tests	Systems Used to Submit Responses	Test Administration Window
Online	Student Interface	February 26–April 19, 2024
Supplemental Paper Tests*	Student Interface	February 26–April 19, 2024
Full Paper Tests*	Data Entry Interface	February 26–April 19, 2024

*Though these tests have components that require online systems, information pertaining to these tests is listed under the Paper Testing column on the following pages.

Preparing for the AASCD Spring 2024 Administration

	Online Testing AASCD	Supplemental and Paper Testing AASCD
Test Administration Resources November 2022 – January 2024	<ul style="list-style-type: none"> □ Take the AASCD Test Administration Certification Course. □ Review the Spring 2024 AASCD Test Administration Manual (TAM), including the Test Incident Guidance document in Appendix G, for detailed information on policies and procedures and conducting online testing. 	<ul style="list-style-type: none"> □ Take the AASCD Test Administration Certification Course. □ Review the Spring 2024 AASCD Test Administration Manual (TAM), including the Test Incident Guidance document in Appendix G, for detailed information on policies and procedures and conducting online testing. □ Review the Spring 2024 AASCD Test Administration Manual (TAM) and the Spring 2024 AASCD Supplemental Instructions for Paper Testing manual for information on supplemental and paper testing. □ Work with the BTC to reserve a room or plan for a testing space out of the hearing and viewing of other students and teachers. Consider what space is most conducive for your student to be engaged and comfortable.

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>Teacher/Test Administrator Preparation for the Spring 2024 AASCD Administration</p> <p>December 2023 – February 2024</p>	<ul style="list-style-type: none"> □ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the TA Practice Site and setting up practice test sessions. If you do not have a user account, speak to your building test coordinator. □ Familiarize yourself with the Test Administrator User Guide for detailed information about the TA Interface. □ Confirm you have a supported internet browser available on the device you will use to access the TA Interface on test day. □ Confirm with your technology coordinator that all devices students will use for testing have the Secure Browser (for desktops and laptops) or SecureTestBrowser app (for Chromebooks and tablets) installed. □ Work with the building test coordinator (BTC) to reserve a room or plan for a testing space out of the hearing and viewing of other students and teachers. Consider what space is most conducive for your student to be engaged and comfortable. 	<ul style="list-style-type: none"> □ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the TA Practice Site and setting up practice test sessions. If you do not have a user account, speak to your building test coordinator. □ Familiarize yourself with the Test Administrator User Guide for detailed information about the TA Interface. □ Confirm you have a supported Internet browser available on the device you will use to access the TA Interface (supplemental testing) on test day and/or Data Entry Interface (paper testing). □ Confirm with your technology coordinator that all devices students will use for testing have the Secure Browser (for desktops and laptops) or SecureTestBrowser app (for Chromebooks and tablets) installed. □ Work with the BTC to reserve a room or plan for a testing space out of the hearing and viewing of other students and teachers. Consider what space is most conducive for your student to be engaged and comfortable.
<p>Prepare Students for the Spring 2024 AASCD Administration</p> <p>January 2024</p>	<p>Make sure students are familiar with the Student Interface and tools they will use during testing.</p> <ul style="list-style-type: none"> □ Provide online testers with opportunities to interact with the online tests, test settings and any non-embedded accommodations (for example, Assistive Technology) in the Student Practice Site. A Practice Test Guidance Document is available in the Student Practice Resources folder on the test portal. 	<p>Make sure supplemental testing students are familiar with the Student Interface and tools they will use during testing.</p> <ul style="list-style-type: none"> □ Provide supplemental testers with opportunities to interact with the online tests, test settings and any non-embedded accommodations (for example, Assistive Technology) in the Student Practice Site. A Practice Test Guidance Document is available on the test portal.

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>Test Day Information</p> <p>February – April 2024</p>	<ul style="list-style-type: none"> □ Have available a copy of the <i>Spring 2024 Online Testing Highlights and Script</i> from Appendix K of the TAM during testing. It provides step-by-step instructions for administering the test, including the oral script. □ Discuss the student information you need on test day with the building test coordinator: <ul style="list-style-type: none"> • Student first name as it appears in TIDE and the SSID or Student ID for students who do not have a SSID • Accessibility features and accommodations for all students, including non-embedded accommodations • Available testing room □ Plan for resources that might be needed on test day: <ul style="list-style-type: none"> • Device for setting up a test session in the TA Interface • Device the student will use to access the Student Interface • Blank paper for students. Review the guidance on blank paper in the Spring 2024 AASCD Test Administration Manual (TAM). • Approved handheld calculators (not required). Review the policies and criteria outlined in the Department's calculator policies in Appendix C of this manual. • Accommodation materials and devices (for example, Math tools and Assistive Technology) □ Review Appendix B of this manual for information pertaining to accessibility features, accommodations, embossed tactile graphics and oral translations. 	<ul style="list-style-type: none"> □ Have available the Spring 2024 AASCD Supplemental Instructions for Paper Testing manual. Test administrators must follow the oral scripts when administering the test. □ Discuss the following with the building test coordinator (refer to Section 3 of the Spring 2024 AASCD Supplemental Instructions for Paper Testing manual for additional information on each): <ul style="list-style-type: none"> • Securely storing secure test materials before and after testing • Accommodations, including non-embedded accommodations □ Plan for resources that might be needed on test day: <ul style="list-style-type: none"> • Devices for setting up test sessions in the TA Interface for supplemental testers and/or entering student responses into the DEI for paper testers • Optional Student Response Worksheets for recording responses for paper testers • Devices supplemental testers will use to access the Student Interface • Blank paper for students. Review the guidance on blank paper in the Spring 2024 AASCD Test Administration Manual (TAM). • Approved handheld calculators (not required). Review the policies and criteria outlined in the Department's calculator policies in Appendix C of this manual. • Accommodation materials and devices (for example, Math tools and Assistive Technology) □ Review Appendix B of the Spring 2024 AASCD Supplemental Instructions for Paper Testing manual for supplemental instructions for embossed tactile graphics and oral translations.