

Appendix J: AASCD Test Administrator Checklist

Spring 2021 AASCD Test Administrator Checklist

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

- Dates for testing windows
- Key steps to prepare for the spring 2021 AASCD administration
- Important dates and activities, as well as a suggested timeline for preparations

Spring 2021 AASCD Test Window

Test administrators should use the table below as a reference on the systems used for entering and submitting student responses and LCI Survey information and the windows for doing so for the spring 2021 AASCD.

AASCD Tests	Systems Used to Submit Responses	Test Administration Window
Learning Characteristics Inventory (LCI) Survey*	Data Entry Interface	January 19 – March 19, 2021
Online	Student Testing Site	February 2 – March 19, 2021
Supplemental Paper Tests**	Student Testing Site	February 2 – March 19, 2021
Full Paper Tests**	Data Entry Interface	February 2 – March 19, 2021

*Applies to both online and paper testers

**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 2021 Administration

	Online Testing AASCD	Supplemental and Paper Testing AASCD
Test Administration Resources November 2020	<ul style="list-style-type: none"> □ Review the 2020-2021 AASCD Administration PowerPoint. □ Review the <i>Spring 2021 AASCD Test Administration Manual (TAM)</i>, including the <i>Test Incident Guidance</i> document in Appendix G, for detailed information on policies and procedures and conducting online testing. 	<ul style="list-style-type: none"> □ Review the 2020-2021 AASCD Administration PowerPoint. □ Review the <i>Spring 2021 AASCD Test Administration Manual (TAM)</i>, including the <i>Test Incident Guidance</i> document in Appendix G, for detailed information on policies and procedures and conducting online testing. □ Review the <i>Spring 2021 AASCD Test Administration Manual (TAM)</i> and the Spring 2021 AASCD Supplemental Instructions for Paper Testing for information on supplemental and paper testing. □ Work with the BTC to reserve a room or plan for a testing space that will be out of the hearing and viewing of other students and teachers (TEs). Consider what space will be most

	Online Testing AASCD	Supplemental and Paper Testing AASCD
		conducive for your student to be engaged and comfortable.
Teacher/Test Administrator Preparation for the Spring 2021 AASCD Administration December 2020 – February 2021	<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. □ After Jan. 19, confirm which students are assigned the LCI flag in TIDE under the Student Information task. LCI information must be entered into the Data Entry Interface for applicable students between Jan. 19 and Mar. 19. □ Work with the BTC to reserve a room or plan for a testing space that will be out of the hearing and viewing of other students and teachers. Consider what space will be 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. □ After Jan. 19, confirm which students are assigned the LCI flag in TIDE under the Student Information task. LCI information must be entered into the Data Entry Interface for applicable students between Jan. 19 and Mar. 19. □ Work with the BTC to reserve a room or plan for a testing space that will be out of the hearing and viewing of other students and teachers. Consider what space will be most conducive for your student to be engaged and comfortable.

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>Prepare Students for the Spring 2021 AASCD Administration</p> <p>January 2021</p>	<p>Make sure students are familiar with the Student Testing Site 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 (e.g., 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 Testing Site 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 (e.g., 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 – March 2021</p>	<ul style="list-style-type: none"> □ Have available a copy of the <i>Spring 2021 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 will 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 an 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 Testing Site • Blank paper for students. Review the guidance on blank paper in the <i>Spring 2021 AASCD Test Administration Manual</i>. • Handheld calculators (not required). Review the policies and criteria outlined in the Department's calculator policies in Appendix C. • Accommodation materials/devices (e.g., Math tools, Assistive Technology) □ Review Appendix B of the <i>Spring 2021 AASCD Test Administration Manual</i> for information pertaining to Accessibility Features, Accommodations, braille and oral translations. □ Enter LCI Survey Information into the DEI by Mar. 19 for all applicable students. 	<ul style="list-style-type: none"> □ Have available the Spring 2021 AASCD Supplemental Instructions for Paper Testing. Test administrators must follow the oral scripts when administering the test. □ Discuss the following with the building test coordinator (see Section 3 of the Spring 2021 AASCD Supplemental Instructions for Paper Testing 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"> • Device for setting up a test session in the TA Interface for supplemental testers and/or entering student responses into the DEI for paper testers • Optional Student Response Worksheet for recording responses for paper testers • Device supplemental testers will use to access the Student Testing Site • Blank paper for students. Review the guidance on blank paper in the <i>Spring 2021 AASCD Test Administration Manual</i>. • Handheld calculators (not required). Review the policies and criteria outlined in the Department's calculator policies in Appendix C. • Accommodation materials/devices (e.g., Math tools, Assistive Technology) □ Review Appendix B of the Spring 2021 AASCD Supplemental Instructions for Paper Testing for supplemental instructions for braille and oral translations. □ Enter LCI Survey Information into the DEI by Mar. 19 for all applicable students.