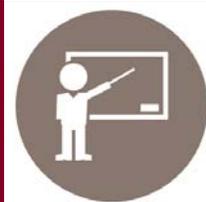




Quick Start Checklists

SY 2015 – 2016
Administration



Document Change History

Date	Version	Change made by	Description of change
11/3/15	1.0	N/A	Release Version

< Throughout we use the roles of District Test Coordinator, School Test Coordinator, Technology Coordinator, and Test Administrator. The OP vendor needs to ensure that all documents have been searched for these terms and applicable replacement of terms made if the vendor or states use different terminology.>

ELPA21 District Test Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate with Technology Coordinator(s) and School Test Coordinator(s) regarding technology, planning, and scheduling
- Review all materials available on the ELPA21 Administration site help page, including the:
 - Test Coordinator's Manual
 - Directions for Administration
 - Accessibility and Accommodations Manual
 - Training Modules
 - Information regarding Interactive Demos such as how to access the Demos and Lesson Plans
- Aid in the coordination of and/or facilitate ELPA21 administration training for district and school staff if necessary (content, dates, etc.)
- Have all participating schools review the Setup and Installation Guide (SIG) and perform the Workstation Readiness Test to determine if all technology requirements have been met
- Ensure tasks are completed for uploading Pre-ID files **<OP vendor to remove pre-ID upload reference if it is not applicable>**
- Ensure tasks are completed for Personal Needs Profiles (PNPs) designations for those students that require accessibility features and/or accommodations (See the Accessibility and Accommodations Manual for additional information regarding PNP designations)
- Help schools prepare computers for testing
- Make sure that schools know where and how to get assistance for any issues that might come up (**<OP vendor insert name>** Customer Support, technology staff, district staff)

Activities DURING Test Administration

- Respond to questions from ELPA21 School Test Coordinators and **<OP vendor to insert appropriate designation for Test Administrator, Teacher, or Examiner>** regarding the test administration

Activities AFTER Test Administration

- Confirm all schools registered for the ELPA21 Assessment have completed testing

ELPA21 School Test Coordinator Checklist

Activities PRIOR to Test Administration

- Review all materials available on the ELPA21 Administration site help page, including the:
 - Test Coordinator's Manual
 - Directions for Administration
 - Accessibility and Accommodations Manual
 - Training Modules
 - Information regarding Interactive Demos such as how to access the Demos and Lesson Plans
- Communicate with District Test Coordinator and District/School Technology Coordinator(s) regarding technology, planning, and scheduling
- Aid in the coordination of and/or conduct training for teachers (content, dates, etc.)
- Establish and coordinate testing schedule at assigned school
- Work with Technology Coordinator and/or teachers to ensure all labs in assigned school are technology ready (network, server, etc.) by conducting the Workstation Readiness Test.
- Ensure that all labs are set up for student testing prior to testing (physical layout, headsets, testing signs, etc.)
- In coordination with the technology staff and/or examiners, address any issues found through Workstation Readiness Test
- In coordination with the District Test Coordinator, ensure that the names and demographic data of all students testing are showing in the ELPA21 Administration Site
- Ensure that students are assigned to the correct online testing groups and that everyone has been assigned usernames and passwords prior to testing
- Print and distribute all **<OP vendor insert appropriate text for student login tickets/credentials>** to **<OP vendor to insert appropriate designation for Test Administrator, Teacher, or Examiner>**
- Ensure that all students take the Interactive Demo prior to taking the online test

ELPA21 School Test Coordinator Checklist (cont.)

Activities DURING Test Administration

- Coordinate testing during the assessment window
- Monitor the test administration
- Respond to questions from ELPA21 *<OP vendor to insert appropriate designation for Test Administrator, Teacher, or Examiner>* regarding the test administration

Activities AFTER Test Administration

- Notify the District Test Coordinator when all school-level ELPA21 administration activities have been completed

ELPA21 Test Administrator Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA21 School and Technology Coordinator(s) regarding technology, planning, and scheduling
- Review all materials available on the ELPA21 Administration site help page, including the:
 - Test Coordinator’s Manual
 - Directions for Administration
 - Accessibility and Accommodations Manual
 - Training Modules
 - Information regarding Interactive Demos such as how to access the Demos and Lesson Plans
- Ensure students take the Interactive Demo prior to the assessment. This is very important as it will allow your students to familiarize themselves with the online testing platform, the tools available in the system, and the types of items (questions) they will encounter in the ELPA21 Test.
- Talk to your participating students about the tests so that they know what to expect and encourage them to do their best
- Verify that Workstation Readiness Tests have been completed on all workstations and the secure browser icon is available on all workstations
- Ensure that all labs are set up for student testing prior to testing (physical layout, testing signs, headsets, etc.)
- Ensure that students are assigned to the correct online testing groups and that everyone has their usernames and passwords prior to testing
- Ensure **<OP vendor insert appropriate text for student login tickets/credentials>** are kept secure and stored in a secure location between testing sessions
- Arrange to have access to a phone during testing to report any technical issues or other irregularities to **<OP vendor insert name>** Customer Support.

Activities DURING Test Administration

- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions
- Ensure all students take the Interactive Demo before taking the ELPA21 Test
- Distribute **<OP vendor insert appropriate text for student login tickets/credentials>** with usernames and passwords

ELPA21 Test Administrator Checklist (cont.)

- Follow the specific text in the Directions for Administration for administering the test
- Answer student questions according to the guidelines in the Accessibility and Accommodations Manual
- Ensure students do not leave open test screens unattended at any time

Activities AFTER Test Administration

- Ensure all students have submitted their tests once complete
- Securely destroy all *<OP vendor insert appropriate text for student login tickets/credentials>* when ELPA21 testing is complete
- Notify the School Test Coordinator when all ELPA21 testing is completed

District Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA21 District, School and Building Technology Coordinator(s) regarding technology, planning, and scheduling
- Review all materials available on the ELPA21 Administration site help page, including the:
 - ELPA21 Setup and Installation Guide
 - Training Modules
- Confirm with all Building Technology Coordinators that their hardware meets all of ELPA21's Hardware Specifications, including keyboards and headsets
- Confirm with all Building Technology Coordinators that their Operating Systems are updated and do not exceed requirements
- <OP vendor to remove if a Secure Browser is not offered and/or add any device-specific checklist items>** Confirm that all School Test Coordinators have successfully downloaded the secure browser on all computers/devices that will be used for testing
- Work with the School Test Coordinator to aid in the coordination of online administration training for district staff, if necessary
- Communicate with ELPA21 District/Building Coordinator(s) regarding technology, planning, and scheduling
- Troubleshoot technology problems at the district level (depending on network configuration)
- Confirm with all Building Technology Coordinators that labs/computers used for assessment in participating schools are equipped with compatible headsets

Activities DURING Test Administration

- Be available to address any local device, setup or connectivity issues, especially on the first few days of the assessment

Building Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA21 District, School and Building Technology Coordinator(s) regarding technology, planning, and scheduling
- Review all materials available on the ELPA21 Administration site help page, including the:
 - ELPA21 Setup and Installation Guide
 - Training Modules
- Confirm that all hardware on computers/devices that will be used during testing meet all of ELPA21's Hardware Specifications, including keyboards and headsets
- Confirm that all Operating Systems are updated and do not exceed requirements
- <OP vendor to remove if a Secure Browser is not offered and/or add any device-specific checklist items>** Confirm that all School Test Coordinators have successfully downloaded the secure browser on all computers/devices that will be used for testing
- Work with the School Test Coordinator to aid in the coordination of online administration training for district staff, if necessary
- Communicate with ELPA21 District/School Test Coordinator(s) regarding technology, planning, and scheduling
- Confirm that all testing devices are technology-ready (network, server, etc.) by running Workstation Readiness programs on every workstation prior to testing
- Troubleshoot technological problems in advance of, or during the online testing sessions

Activities DURING Test Administration

- Be available to address any local device, setup or connectivity issues, especially on the first few days of the assessment
- Ask your school's Testing Coordinator to provide you with the testing schedule so that you can be on hand for any issues that may arise with little notice