

Test Administrator/Proctor (TA) Checklist

Test Administrator - Activity	Completion Date	Resource
BEFORE TESTING		
<input type="checkbox"/> Attend your school or district's training session if one is offered and review all Forward Exam test administration and policy documents, particularly the <i>Test Administration Manual (TAM)</i> , <i>Test Security Manual</i> , and <i>Accessibility Guide</i> .	3 weeks prior to testing	TAM
<input type="checkbox"/> View the Test Administrator Training Video. <input type="checkbox"/> View Administrator Tutorials described in the TAM.	3 weeks prior to testing	TAM
<input type="checkbox"/> Show students the Student Tutorial.	2-3 weeks prior to testing	TAM
<input type="checkbox"/> Provide students the opportunity to work in the Forward Exam Practice Test to build familiarity with the system, question types, tools, and accessibility features.	2-3 weeks prior to testing	TAM
<input type="checkbox"/> Work with the School Assessment Coordinator (SAC) to ensure that each student's enrollment information has been loaded into the DRC INSIGHT Portal and is accurate for each student.	2 weeks prior to testing	<i>DRC INSIGHT Portal Guide</i>
<input type="checkbox"/> Work with the SAC to ensure that each student's accessibility features in the DRC INSIGHT Portal matches their IEP or other relevant documentation as appropriate. Contact the SAC to update information if necessary.	2 weeks prior to testing	<i>Accessibility Guide</i>
<input type="checkbox"/> Work with the District/School Technology Coordinator (DTC/STC) to ensure that the DRC INSIGHT app has been installed on any devices on which students will be testing.	2 weeks prior to testing	<i>Technology User Guide</i>
<input type="checkbox"/> Review Test Administration Script (in TAM). <input type="checkbox"/> Work with the SAC to identify students who will need specialized equipment for supports and accommodations. <input type="checkbox"/> Review standardized protocols for Read Aloud and scribing, if necessary.	2 weeks prior to testing	TAM <i>Accessibility Guide</i>

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<ul style="list-style-type: none"> <input type="checkbox"/> Communicate to students the need for headphones for all subject areas of the Forward Exam, so that students can use the Text-to-Speech tool. <input type="checkbox"/> Identify any students who may not have their own headphones and make arrangements with the school to have headphones available for those students. Counts should be determined prior to testing. <input type="checkbox"/> Have extra headphones on hand for students who may forget to bring theirs. 	1 week prior to testing	TAM
<p>Verify the security of the testing environment by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewing all security procedures and guidelines in the TAM. <input type="checkbox"/> Ensuring that students have access to only allowable resources. <input type="checkbox"/> Making sure that no instructional materials directly related to the content of the tests are visible to students. (Removing or covering any materials on walls and desks.) <input type="checkbox"/> Reminding students that cell phones/smartwatches and other electronic devices are not allowed during a testing session (even after they have finished testing). <input type="checkbox"/> Providing adequate spacing between devices or visual barriers. 	1 week prior to testing	TAM
DURING TESTING		
<ul style="list-style-type: none"> <input type="checkbox"/> Administer the Forward Exam following the procedures and policies in the TAM. <input type="checkbox"/> Read the Test Administration Script verbatim to students. <input type="checkbox"/> Ensure all students who require supports or accommodations receive them during the Forward Exam. <input type="checkbox"/> Check to ensure all online supports and accommodations are functioning properly prior to the student clicking "Begin the Test". 	Ongoing during administration	TAM
<p>Ensure the security of the testing environment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remain in the classroom and actively monitor testing. <input type="checkbox"/> Ensure students have access to only allowable resources. <input type="checkbox"/> Ensure cell phones/smartwatches and other non-allowed electronic devices are not present in the testing environment. <input type="checkbox"/> Ensure there are no photos, tweets, snapchats, email, etc. of Forward Exam items or content. 	Ongoing during administration	TAM

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<ul style="list-style-type: none"> <input type="checkbox"/> Ensure no instructional materials directly related to the content of the tests are visible to students. (Remove or cover any materials on walls and desks.) <input type="checkbox"/> Document and report any potential test security issues and report to the SAC immediately after learning of the incident. 		
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure adequate space between students during testing to minimize opportunities to look at each other's screen (or provide visual barriers). <input type="checkbox"/> Assist any student with technical issues or lack of required support or accommodation immediately. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Plan a quiet activity ahead of time for students who finish testing early. The activity should not be related to the test being given or on an electronic device. For example, students who finish early may work on assignments for unrelated subjects or read a book. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure proper handling of all printed test materials, scratch paper, and test tickets. Collect all test materials and test tickets each day of testing and destroy according to security policy. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Raise any technical issues with the SAC or STC immediately for resolution. 	Ongoing during administration	
AFTER TESTING		
<ul style="list-style-type: none"> <input type="checkbox"/> Securely dispose of all printed testing materials, including test tickets, print-on-demand documents, and scratch paper in a secure manner. 	Immediately after testing	TAM
<ul style="list-style-type: none"> <input type="checkbox"/> Follow-up and report any outstanding test security incidents. 	Immediately after testing	TAM <i>Test Security Manual</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure 1:1 testing devices (such as iPads or Chromebooks that go home with students) have been completely exited out of the testing system before the device leaves the testing room. 	Immediately after testing	