
















Testing Administrator Checklist for District Benchmarks




Before

-  Ensure you have logged in to **Illuminate** prior to testing. <https://scusd.illuminateed.com/login>.
-  Attend training at your site.
-  Review the Directions for the Administration of Online District Benchmark Testing.
-  Review test schedules, test session times, and test groups; determine seating arrangements so that students have ample room. The Benchmarks should take a class period but students do work at different paces.
-  Ensure that students have had opportunities to practice logging in, typing on the keyboards, using the computer mice and using various test tools and answering questions in the multitude of ways required for the test. Ensure that teachers have had access to practice setting up a test session on Scusd.Illuminateed.com.
-  Verify that the student lists in Illuminate are correct and up-to-date so all students will be able to test.
-  Ensure that all students have their student ID number for all testing sessions. You may wish to have laminated cards or information printed on labels to distribute to students.
-  In Illuminate set your rosters and testing window before testing.

During.

-  Ensure you are giving the correct assessment before administering.
-  Distribute student log-in information and promptly collect after students have started their test.
-  Ensure the **Do Not Disturb** and **No Electronic Devices** signs are posted on the doors of each testing room.
-  Ensure students have scratch paper and pencils, as appropriate.
-  Follow the directions and read the testing script to students as written.
-  Remember that students work at different paces, so ensure all students have something to do when they finish.
-  Create a plan for what to do if students take over the allotted time for a testing session.

After

-  At the end of each testing session, make sure students “click”:
 - **PAUSE** if not finished with the test; OR
 - **FINISH** if they are completely finished; AND
 - **LOG OFF** at the end of the session.
-  Collect all scratch paper from students and securely destroy.
-  Review with students what technological or academic skills need to be honed to improve the testing experience.