TEST ADMINISTRATOR CHECKLIST

Test Administrator Activities	Notes/Resources	Completed
Review the California Test Administration User Guide	Available in March http://sbac.portal.airast.org/ca/field-test-ca/resources/	
Review Training Modules • Test Administrator (TA) Interface for Online Testing • Student Interface for Online Testing • Let's Talk Universal Tools • Performance Task Overview • Accessibility and Accommodations	http://www.scusd.edu/california-assessment-student-performance-and-progress-caaspp	
Attend site training on paper tests and field test	See your Site Coordinator (SC)	
Show students videos • Let's Talk Universal Tools • High School or Middle School Smarter Balanced Field Test Video - California or • What is a Field Test	http://www.scusd.edu/california-assessment-student-performance-and-progress-caaspp	
Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.		
Work with the SC to identify students who will need specialized equipment for accommodations.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.	
Students' test administration schedule includes allowable breaks and time for the classroom activity prior to the performance task.		
Confirm that you have received your CA TIDE login information from your SC. This username and password will also be used for the Online Testing System.		
Work with your SC to ensure you have for each student their log in information.	SC gets from TIDE	
All Field Tests will have non-PT items plus a performance task (PT) with a classroom activity. • Obtain the classroom activity from you SC and plan for the administration. • Administer the classroom activity not more than 2 days before the Performance Task		
Plan a quiet activity for each test session for students who finish early. The activity should not be related to the test		

being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.		
Prior to administration, check all computers that will be used and close all applications except those identified as necessary • Work with your SC to set system volume prior to students launching the secure browser to ensure students can hear the audio		
Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary accommodation supports.	DFA available at: http://www.scusd.edu/california-assessment-student-performance-and-progress-caaspp	
On the day of testing, verify that the students have their login information (first name from CALPADS, SSID, and session ID).		
Review all guidelines for creating a secure test environment. • Review all security procedures and guidelines in the CA TAM. • Make sure you have carefully read and signed the CAASPP Test Security Affidavit.		
Make sure the physical conditions of the testing room are satisfactory. • Make sure that no instructional materials directly related to the content of the tests are visible. • Students should be seated so that there is enough space between them or provide desktop partitions to minimize opportunities to look at each other's screen. • Actively supervise students throughout the test sessions. • Students who are not being tested may not be in the room where a test is being administered.	.	
Report any testing improprieties, irregularities, and breaches to the SC in writing immediately following an impropriety, irregularity, or breach.	Complete as soon as possible during or immediately following testing.	
Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	Complete after testing.	
Take note of things that went well and what lessons learned for next year to share		