Coordinator Checklist for District Benchmarks

Before

⌨ Ensure you have more computers than students during every testing session (just in case of computer issues during testing) and that all computers are fully charged at the start of testing.

⌨ Verify that the Internet signal in room(s) to be used during testing is strong enough for the number of computers being used (and if you are using the wireless from the laptop carts, ensure you know the steps needed to power on the modem).

⌨ Make sure TAs and students have the website information to log in. TA: https://scusd.illuminateed.com   Student: https://scusd.illuminatehc.com/login

⌨ Verify that Test Administrators (TAs) know their **Illuminate** log in and password and have logged in prior to testing.

⌨ Make sure all appropriate training has occurred for TAs and proctors.

⌨ Create test schedules to determine testing rooms, 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. Submit a ticket to support@scusd.edu or call the help desk at: 643-9445.

⌨ 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.

⌨ Ensure that TAs set their roster and testing window in Illuminate prior to testing.

During

⌨ If possible, have at least 2 adults in each testing session for support.

⌨ Ensure that all Test Administrators (TAs) have their directions and read the testing script to students as written.

⌨ Ensure that all TAs know which assessment to administer

⌨ 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.

⌨ Have the technology assistance support number available. 643-9445 or Support@scusd.edu

⌨ 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 **PAUSE** if not finished with the test. Make sure students click **FINISH** if they are completely finished. All students must log off at the end of the session.

⌨ Collect all scratch paper from students and securely destroy all papers.