Assessment Coordinator Test Security, Ethics & Read Aloud Task List – "THINGS TO DO!"

District Coordinator Responsibilities	Building Coordinator Responsibilities
☐ Oversee test security for the entire district; and ☐ Order the materials necessary for test administration for each building in the district; and ☐ Maintain or have access to accurate testing schedules by school for all classes and have these available for Monitor Team visits; and ☐ Establish procedures for distribution and return of materials (i.e. Braille tests) and destroying (burn or shred) all test materials upon completion of testing.	☐ The building test coordinator is responsible for test security at the building level and must follow procedures outlined by District Test Coordinator. ☐ Store test materials (booklets, tickets) in a secure, locked area before and between each session(s) and after testing. ☐ Count test materials (read aloud scripts, paper pencil accommodation, Braille, etc.) upon arrival, between each session, and after testing; ☐ Distribute test materials to teachers immediately before the testing session (*see Read Aloud Accommodation) and collect and return to district test coordinator upon completion of the testing session; ☐ Instruct teachers not to open test booklets prior to administration (*see Read Aloud Accommodation)
☐ Attend KSDE training on Test Security and Ethics – yearly training requirement (note – options for veteran test coordinators and new test coordinators is provided at the KSDE Fall Conference and through Live Meetings and/or Audio/Video of Meeting)	☐ Attend training on Test Security and Ethics provided by the district test coordinator – yearly training requirement
☐ Establish and provide training sessions at the district level (determine who, how and when) – yearly training requirement – documentation required for Monitor Visits	☐ Establish and provide training sessions at the building level (as directed by District Test Coordinator) yearly training requirement – documentation required for Monitor Visits
☐ Establish method for documenting training (keep in notebook at district level)	☐ Maintain training documents (keep in notebook at district level) - back-up at building level
☐ Establish who has access to CETE downloads and processes used - documentation required for Monitor Visits	☐ Follow directions outlined by District Test Coordinator
☐ Establish district procedures for Test Reactivation (including processes and Test Reactivation Logs)	☐ Follow procedures established for Test Reactivation by the District Test Coordinator
☐ Establish method for documenting need for: read-aloud accommodation, paper/pencil accommodation - documentation required for Monitor Visits	☐ Collect and provide to district test coordinator documentation for need for: read-aloud accommodation, paper/pencil accommodation - documentation required for Monitor Visits
☐ Establish method for documenting need for: KAMM - documentation required for Monitor Visits (IEP one pager, online, etc.)	☐ Collect and provide to district test coordinator documentation for need for: KAMM - documentation required for Monitor Visits
☐ **Prepare staff for potential Monitor visits:** • Schools/districts can volunteer to receive a monitor visit by providing all testing dates to KSDE OR visits may be unannounced. • KSDE will assign a monitor team to visit the school. • The monitor team selects the date they could conduct the visit based on the testing schedule provided by the school to KSDE monitor visitor (monitor visitor could be a KAAC member or a KSDE staff member). • The district test coordinator will be informed of the specific date and time by the monitor team. District test coordinators may or may not inform the schools they would have a monitor visit but often not the exact date of the visit. • Share Monitor Checklist with schools prior to visit and upon completion of visit debrief with school about the report.	☐ Prepare staff for potential Monitor visits as directed by the District Test Coordinator
Reporting Testing Discrepancies and Potential Security Violations to KSDE during testing: ☐ Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to Dr. Cherie Randall, Assessment Coordinator, Kansas State Department of Education. ☐ It is the responsibility of the superintendent or their designee, on behalf of any and all school principals, to report in writing, all discrepancies in test material delivery and collection, as well as issues and concerns regarding potential violations of the Kansas State Department of Education's test security procedures, to Dr. Cherie Randall, Assessment Coordinator, Kansas State Department of Education. KSDE maintains a log of potential problems and actions taken to resolve the problem. ☐ In consultation with staff from KSDE upon breach of security, appropriate consequences will be put in place at the district level.	**Reporting Testing Discrepancies and Potential Security Violations to KSDE during testing:** ☐ Report any breach of test security, loss of materials, failure to account for materials, or any other deviation to your District Test Coordinator who will contact KSDE.

Updated: November 2012