

District Test Coordinator Responsibilities

- Ensure that enrollment and roster uploads are submitted for DLM.
- Ensure that TEST records are submitted for KAP spring assessments
- Ensure that teachers administering the DLM assessment are completing the required Test Administration training by early September.
- Monitor participation and completion of assessments for DLM embedded assessments and KAP spring assessments.
- Communicate information regarding assessments throughout the year to all personnel involved with assessments.
- Attend yearly training provided by KSDE regarding test security and ethics. Training occurs online and requires an accountability component to verify that training has been completed.
- Oversee test security for the entire district.
- Establish and implement test security and ethics procedures for the district.
- Train building-level personnel before local testing begins, including training regarding test security procedures, ethics of testing, and reporting/documentation of accommodations. Building-level personnel include any staff member who administers a state assessment, including administrators, educators, para-educators, etc. Parent volunteers may not administer a state assessment.
- Document which individuals have received training, when the training was provided, and the way in which the training was provided; documentation must be kept at the district and the building level.
- Sign the *Agreement to Abide by Guidelines* in the Kansas Assessment Examiner's Manual; alternately, a district may customize a form to meet their own needs.
- Keep records of documentation for text-to-speech accommodations and any other accommodation that requires a deviation from the general assessment; documentation must be kept at the district and the building level.
- Establish procedures that determine who has access to information in Educator Portal and determine role assignments within the district.
- Remove/inactivate users in Educator Portal for staff who have left the district and/or changed roles with the district; this task should be completed by the end of September.
- Establish and describe processes that confirm that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
- Confirm the individual Educator Portal role and sign a Security Agreement when logging into the Educator Portal site.
- Establish and describe the system used for sharing Daily Access Codes with staff. This plan should include the secure transmission of the information each day.
- Inform staff that personally identifiable information (PII) should not be conveyed when testing issues are reported. The documentation for Kansas regarding allowable identifiers in an email specify that only the Student State ID number and no other identifying details should be provided in an email.
- Establish procedures for entering student accommodation information into the Personal Needs Profile (PNP) in Educator Portal.
- Establish procedures for entering SC codes.
- Inform staff that electronic materials used during assessment administration may not be printed, except where explicitly allowed (as described in the Kansas Assessment Examiner's Manual).
- Establish procedures for obtaining materials necessary for test administration and distribution for each building in the district.
- Establish procedures for returning/destroying test materials upon completion of testing, including braille forms and student scratch paper.
- Establish the process used by the district for reactivating students for the assessment. Teachers/test proctors may not reactivate.
- Ensure that reactivation on adaptive tests (ELA and mathematics) is limited. Students should not exit the End Review Screen until the Test Proctor/Educator has verified that the End Review Screen was checked.

- Keep documentation of reactivation logs, which must include the student's name, the student's identification number, the student's grade, the test content area being assessed, the date, the time of reactivation, the test session, and the reason for reactivation.
 - After a student has completed all test sessions, only the District Test Coordinator can reactivate a test.
 - Best practice is to have two people present when reactivating a test.
- **Report any breach of test security, loss of materials, or any other deviation to Lee Jones, Assessment Coordinator, Kansas State Department of Education, 785.296.4349.**

Building Test Coordinator's Responsibilities

- Ensure test security within the individual building site.
- Follow procedures established by the District Test Coordinator for **all aspects of testing**. If the Building Test Coordinator and the District Test Coordinator are the same individual, please refer to District Test Coordinator responsibilities.
- Assist the District Test Coordinator with and/or train building-level personnel before local testing begins, including training regarding test security, ethics of testing, and reporting/documentation of accommodations
- Support the enforcement that usernames and passwords in Educator Portal are exclusive to the user and rights permitted for that user. Usernames and passwords should not be shared or exchanged.
- Store test materials (i.e., braille forms) in a secure, locked area before and between each test session(s) and after testing.
- Follow the guidelines established by the District Test Coordinator for returning/destroying materials at the conclusion of 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 report to KSDE.