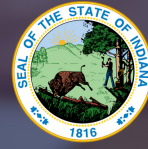


CORPORATION TEST COORDINATOR

KEY INITIAL TASKS



INDIANA
DEPARTMENT of
EDUCATION

Office of Student Assessment

Corporation Test Coordinators (CTCs) must complete the following tasks upon transitioning into their role. These steps will ensure that CTCs have access to the appropriate testing systems and receive pertinent communication from the Indiana Department of Education (IDOE).

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Verify that your name and contact information is correct in the 'Test Coordinator Contact' tab in [DOE Online](#).

- CTCs should use a secure school- or corporation-assigned email and password that is specific to the individual and not a shared account.

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Verify that you have CTC-level access or designations for the following systems:

- Moodle Test Coordinator Corner.
- ILEARN, IREAD-3, and I AM: [Test Information Distribution Engine \(TIDE\)](#).
- SAT: Confirm you have a College Board [professional account](#) and the Data Access Manager has assigned staff permissions for testing data, including assignment of a [Services for Students with Disabilities \(SSD\) Coordinator](#) in [SSD Online](#).
- WIDA: [WIDA Secure Portal](#) and [WIDA AMS](#).
- Administrator/data manager access in [ISPROUT's KReady system](#) if needed.

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Review the [2022-2023 Indiana Assessments Policy Manual](#) and the [2022-2023 Accessibility and Accommodations Information for Statewide Assessments](#).

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Bookmark the [Indiana Assessment Portal](#), [WIDA Secure Portal](#), [College Board Digital Testing webpage](#), and the [ISPROUT KReady webpage](#) on your browser.

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Verify that you receive assessment listservs via email on Mondays at 7:30 a.m. ET.

- Listservs include the assessment title and date (e.g., ILEARN Assessment Update).

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Prepare for and administer IDOE and vendor trainings as they become available and announced in Monday's listservs. Ensure training is provided to any new staff.

- Test security training, accommodations training, test administration training, etc.

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Review the [2022-2023 Test Security & Integrity Training](#) and [New CTC Training](#) in the [Moodle Test Coordinator Corner](#).

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Optional: Join the monthly New CTC Reminders mailing list via this [JotForm](#) for monthly reminders regarding assessment deadlines.