CORPORATION TEST COORDINATOR
SUMMER CHECKLIST

INDIANA DEPARTMENT of EDUCATION

Office of Student Assessment

> This Corporation Test Coordinator (CTC) checklist from the Indiana Department of Education's (IDOE's) Office of Student Assessment ensures that as the school year ends, appropriate staff have access to testing systems, data is archived properly, and test materials have been returned or securely destroyed.

- [ ] **Verify that the CTC name and contact information is correct in the 'Test Coordinator Contact' tab in DOE Online no later than Friday, July 1.**
    - CTCs should use a secure email and password that is specific to the individual and not a shared email account.
    - IDOE will follow up with any corporations/non-public schools that have not confirmed their information for the 2022-2023 school year.

- [ ] **Review staff access to the testing platforms and information systems for College Board assessments (PSAT/SAT), Cambium Assessment, Inc. assessments (ILEARN, IREAD-3, and I AM), WIDA (Screener and ACCESS), and ISPROUT.**
    - Systems such as the Test Information Distribution Engine (TIDE) and WIDA AMS include FERPA-protected data, and access to this data must be carefully monitored.
    - Disable accounts for staff who are not returning to the school/corporation.
    - Update user roles/permissions as needed for staff whose roles and responsibilities will change for the 2022-2023 school year. Ensure that users do not have access to more than is required for their role.
        - ISPROUT: Submit ISPROUT Data Manager Updates to IDOE's ISPROUT Specialist, <u>Felecia Jordan</u>. Download current ISPROUT student files to ease uploading for the 2022-2023 school year.
        - ILEARN, IREAD-3, I AM: Information regarding modifying user accounts within TIDE can be found on page 14 of the <u>TIDE User Guide</u>.
        - WIDA: Verify WIDA test administrators have completed the required training courses via the WIDA Secure Portal prior to administering assessments. Training courses completed before September 1, 2021, are not valid for 2022-2023.
        - PSAT/SAT: Ensure that College Board Data Access Managers have reviewed their school/corporation's K-12 Reporting and College Board TIDE access.

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☐ **Ensure that data for all assessments from the closing school year is properly archived according to local protocol**. IDOE maintains all data; however, local schools/corporations are required to maintain student assessment records. (This includes any documentation for students who were unable to/refused to participate in 2021-2022 statewide assessments.)
- ISPROUT reports should be generated by data managers and administrators to be held in their account archives for future access.

☐ **Verify all testing materials, both secure and non-secure, have been returned or destroyed properly using the 2021-2022 Materials Return and Destruction: After Testing Guidance.**

☐ **Continue to review listservs each Monday throughout the summer months for assessment updates and upcoming deadlines.**

☐ **Prepare for and administer IDOE and vendor trainings as they become available.** (Test security training, accessibility and accommodations training, etc.)

☐ **Review the updated 2022-2023 Indiana Assessments Policy Manual, 2022-2023 Accessibility and Accommodations Information for Statewide Assessments, and the 2022-2023 WIDA Assessment Guidance as they become available through IDOE's Assessment webpage and listserv announcements.**

☐ **Optional: Join the monthly New CTC Reminders mailing list via this JotForm for monthly deadlines regarding assessments.**

Quick Resources:
- **IDOE Assessment webpage**
- **2021-2022 Indiana Assessments Policy Manual**
- **DOE Online**
- **Moodle Test Coordinator Corner**

➢ Reminder: Review IDOE's Assessment webpage and listservs for 2022-2023 assessment manuals beginning in late July.