OSAS SCHOOL TEST COORDINATOR CHECKLIST

	Activity	Reference	Estimated Completion time	Deadline
☐	1. Complete all required reading.	TAM Section 1.5	60–90 minutes	4 – 6 weeks before testing
☐	2. Participate in required School Test Coordinator (STC) training provided by your District Test Coordinator (DTC); sign Assurance of Test Security form.	TAM Section 1.5	2 –3 hours	4 – 6 weeks before testing
☐	3. Ensure that all Test Administrators (TAs) attend your school's or district's training, and complete required reading.	TAM Section 1.5	2–3 hours	2 – 4 weeks before testing
☐	4. Set up TA user accounts in TIDE	TIDE User Guide	60 – 90 minutes	2 – 4 weeks before testing
☐	5. Work with technology personnel to ensure timely computer setup. • Conduct network diagnostics. • Download the Secure Browser (beginning late November or early December). • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing.	Technology Guide	5–10 hours	2 – 4 weeks before testing
☐	6. Determine which students will use accommodations and designated supports, document appropriately (e.g., in student's IEP or Section 504 Plan), update student settings in TIDE, and make other appropriate arrangements with the TA in preparation for test administration.	TAM Section 4 Oregon Accessibility Manual	1–2 hours	2 – 4 weeks before testing
☐	7. Perform an equipment needs assessment based on individual student requirements. • Work with TAs to identify students who will need specialized equipment for accommodations. • Communicate between TAs and the DTC to identify the number of headsets needed. Ensure that headsets are available at least 2 weeks prior to planned test administration.	TAM Section 6.2 Oregon Accessibility Manual	1–2 hours	4 – 6 weeks before testing
☐	8. Based on local test windows established with the DTC, work with TAs to establish a testing schedule.	TAM Section 5.2	2–4 hours	2 – 4 weeks before testing

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☐	9. Work with TAs to review student information in TIDE applications before the student is tested to ensure that correct student information and test settings (including accommodations) are applied.	TIDE User Guide	2–4 hours	1–2 weeks before testing
☐	10. Work with TAs to plan a quiet activity for each test session for students who are not testing or who finish early.	TAM Section 5.4	30 minutes	By the week of testing
☐	11. Ensure TAs are trained in the proper handling of all printed test materials and scratch paper.	TAM Sections 2 and 3	As needed	Ongoing
☐	12. Ensure adherence to all security policies.	TAM Sections 2 and 3	As needed	Ongoing
☐	13. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	TIDE User Guide (Monitoring Test Progress)	As needed	Ongoing
☐	14. Raise any technical issues with the School Technology Coordinator for resolution.		As needed	Ongoing
☐	15. Report on all potential improprieties to the DTC immediately after learning of the incident	TAM Section 3.5	As needed	Ongoing

DTC: District Test Coordinator / STC: School Test Coordinator / TA: Test Administrator
TAM: Test Administration Manual / TIDE: Test Information Delivery Engine