

District Coordinator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *Coordinator Manual*.

Training

- Review Manual
- Review TAC
- Review Resources for Online Activities
- Attend Training
- Review and Sign Oath
- Designate Campus Coordinators
- Schedule Campus Coordinator Training Sessions
- Distribute Manuals to Campus Coordinators
- Prepare for and Conduct Campus Coordinator Training Sessions
- Designate Technology Staff
- Schedule and Conduct Technology Staff Training Sessions
- Direct Technology Staff to Review Materials for Online Activities

Prepare for Paper Administrations

- Review Advance Letter and Materials List
- Ensure Quantities of Test Materials Are Sufficient for Each Campus
- Familiarize Yourself with the Materials in the District Coordinator Packet
- Receive Test Materials for STAAR Administrations
- Verify the Quantities of Testing Materials in Your Shipment
- Distribute Test Materials to Campuses

- Resolve Shortages
- Order Additional Materials for Your District
- Receive Shipment of Precoded Test Materials
- Distribute Precoded Test Materials to Campuses

Prepare for Online Administrations

- Understand Responsibilities of Testing Coordinators, Technology Staff, and Test Administrators for Online Administrations
- Become Familiar with the Assessment Management System Practice Center
- Receive Login Information for the Assessment Management System
- Create Role-Specific User Accounts for Testing Staff
- Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- Coordinate and Conduct a Test of Online Testing Environment
- Ensure That Student Information Has Been Verified
- Establish a Schedule for STAAR Administrations
- Arrange for Testing Rooms
- Ensure That Test Sessions Are Created
- Ensure That Student Authorizations Are Generated and Printed Before Test Sessions
- Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions

Monitor STAAR Administrations (Paper and Online Administrations)

- Ensure Proper Testing Procedures
- Ensure Proper Testing Environment

- Answer Questions and Resolve Problems
- Become Familiar with the Policies Regarding Dictionary and Thesaurus and Calculator Use

Complete Paper Administration Process

- Collect Scorable Materials
- Verify That Campus Coordinators Have Correctly Returned Scorable Materials
- Prepare Scorable Materials for Shipping
- Prepare Boxes for Shipping and Return Scorable Materials
- Return Scorable Materials to the Testing Contractor
- Order Optional Reports Through the Assessment Management System
- Collect Nonscorable Materials
- Prepare Nonscorable Materials
- Return Nonscorable Materials
- Ensure That Campus Coordinators and Principals Have Submitted Security Oaths
- Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

Complete Online Administration Process

- Order Optional Reports for Each Test Administration
- Ensure That Campus Coordinators and Principals Have Submitted Oaths
- Return District Coordinator Oaths and Superintendent/Chief Administrative Officer Oath to Testing Contractor

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Training

- Review Manuals
- Review TAC
- Review Materials for Online Activities
- Review Procedures for Preparing and Submitting Answer Documents and ID Sheets
- Attend Training
- Review and Sign Oath
- Designate Technology Staff
- Schedule and Conduct Technology Staff Training Sessions
- Direct Technology Staff to Review Materials for Online Activities
- Designate Test Administrators
- Schedule Test Administrator and Principal Training Sessions
- Distribute STAAR Test Administrator Manuals (Grades 3–5, 6–8, and EOC)
- Direct Test Administrators Who Will Conduct Online Administrations to Review Resources
- Prepare for and Conduct Test Administrator Training Sessions

Prepare for Paper Administrations

- Receive Shipment of Test Materials
- Order Additional Secure Materials from District Coordinator

- Receive Precoded Labels and Answer Documents from District Coordinator
- Supervise the Verification of Precoded Test Materials by Campus Personnel
- Supervise Hand-Gridding
- Ensure the Submission of Appropriate Answer Documents
- Arrange for Testing Rooms
- Organize Test Administrations
- Distribute Materials

Prepare for Online Administrations

- Understand Responsibilities of Testing Coordinators, Technology Staff, and Test Administrators for Online Administrations
- Become Familiar with the Assessment Management System Practice Center
- Create Role-Specific User Accounts for Testing Staff
- Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
- Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations
- Coordinate and Conduct a Test of Online Testing Environment
- Ensure That Student Information Has Been Verified
- Establish a Schedule for STAAR Administrations
- Arrange for Testing Rooms
- Ensure That Test Sessions Are Created
- Ensure That Student Authorizations Are Generated and Printed Before Test Sessions
- Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions

Monitor STAAR Administrations (Paper and Online Administrations)

- Ensure Proper Testing Procedures
- Ensure Proper Testing Environment
- Answer Questions and Resolve Problems
- Become Familiar with the Policies Regarding Dictionary and Thesaurus and Calculator Use
- Use the Materials Control Form to Account for Test Booklets
- Ensure That Test Administrators Sign Security Oaths

Complete Paper Administration Process

- Ensure That Answer Document Fields Have Been Completed
- Coordinate Preparation of Answer Documents
- Confirm That Test Administrators Have Followed Procedures for Returning Test Materials
- Collect Signed Test Administrator Security Oaths
- Sort, Pack, and Return Scorable Materials
- Return Nonscorable Materials
- Return Signed Security Oaths From Campus Coordinator and Principal to District Coordinator

Complete Online Administration Process

- Ensure That Score Codes and Student Records Are Completed
- Ensure That All Student Authorizations, Proctor Authorizations, Reference Materials, and Scratch Paper Have Been Collected
- Collect Signed Test Administrator Security Oaths
- Return Signed Security Oaths From Campus Coordinator and Principal to District Coordinator