# District Coordinator Checklist for TAKS 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 TAKS section of the *TAKS Coordinator and Test Administrator Manual.*

## Training

- ❏ Review Manual
- ❏ Review TAC
- ❏ 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

## Prepare for Testing

- ❏ 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 TAKS, TAKS (Accommodated), TAKS–M, and LAT Test 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

# Monitor TAKS, TAKS (Accommodated), TAKS–M, and LAT Administrations

❏ Ensure Proper Testing Procedures

❏ Answer Questions and Resolve Problems

❏ Become Familiar with the Policies Regarding Dictionary and Thesaurus

❏ Become Familiar with the Policies Regarding Calculator Use

❏ Administer Each Subject-Area Test

# Complete 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 All Campus Coordinators and Principals Have Submitted Security Oaths

❏ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor