TESTING COORDINATOR CHECKLISTS

Activities Before Testing:

Activities for completion by school district personnel before the administration of the state writing assessment include, but are not limited to the following:

- ☐ Attend state online district testing coordinator training
- ☐ Determine who will create new student accounts within the WriteToLearn program when new students enroll within the building
- ☐ Identify teachers who will be using the WriteToLearn program and submit a list of participating teachers to the South Dakota Department of Education by October 25, 2013.
- ☐ Ensure new teachers from the district attend an online WriteToLearn teacher training
- ☐ Create teacher accounts within the WriteToLearn program
- ☐ Create classrooms for teachers within the WriteToLearn program
- ☐ Enroll students in teacher classrooms
- ☐ Test WriteToLearn URL to determine if it is blocked by local Internet security settings
- ☐ Distribute student URLs and passwords to teachers
- ☐ Post student WriteToLearn URLs in an easily accessible place (e.g. desktop shortcut, school website, favorites list, etc.)
- ☐ Instruct students on how to use the WriteToLearn program

Activities During Administration:

Activities for completion by school district personnel during the administration of the state writing assessment include, but are not limited to the following:

- ☐ Administer the assessment two times before the close of the testing window
- ☐ Administer the writing assessment to all students in grades 5, 7, & 10 within a classroom setting
- ☐ Provide appropriate accommodations for students according to their IEP/504/LAP during the administration of the assessment
- ☐ Consider any possible bandwidth issues that might occur during the use of the WriteToLearn program
- ☐ Monitor new student enrollments within the school building
- ☐ Monitor student testing irregularities and submit forms to the South Dakota Department of Education by May 15, 2014.

Activities After Administration:

Activities for completion by school district personnel after the administration of the state writing assessment include, but are not limited to the following:

- ☐ Access student and classroom reports and examine student writing data
- ☐ Use the student data generated by the WriteToLearn program to further differentiate and individualize student instruction

Testing Coordinator Checklist of Activities

- ☐ Attend state online district testing coordinator training
- ☐ Determine who will create new student accounts within the WriteToLearn program when new students enroll within the building and monitor new student enrollments throughout the testing window
- ☐ Identify teachers who will be using the WriteToLearn program and ensure new teachers attends an online WriteToLearn teacher training
- ☐ Ensure teacher accounts are created within the WriteToLearn program
- ☐ Communicate state assessment requirements to participating teachers
- ☐ Submit a list of teachers participating in the state writing assessment to the South Dakota Department of Education by October 25, 2013.
- ☐ Test all WriteToLearn URLs to determine if they are blocked by local Internet security settings
- ☐ Distribute student URLs and passwords to teachers
- ☐ Ensure the administration of the writing assessment to all students in grades 5, 7, & 10 within a classroom setting during the testing window
- ☐ Consider any possible bandwidth issues that might occur during the administration of the assessment
- ☐ Monitor student testing irregularities and submit student irregularity forms to the South Dakota Department of Education by May 15, 2013.
- ☐ At the end of each school year, delete the accounts of teachers who will no longer be using the system during the following school year