

4.0 DURING Testing

4.1 Checklist of Tasks for Test Administrators to Complete DURING Testing

This section describes activities Test Administrators must complete during the day of testing.

Day of Testing	Reference
<input type="checkbox"/> Receive test materials from School Test Coordinator.	Section 4.2
<input type="checkbox"/> Manage test sessions and review each student’s status in Pearson Access: <ul style="list-style-type: none"> <input type="radio"/> Test Administrator log in. <input type="radio"/> Resume students (as needed). <input type="radio"/> Ensure students have submitted completed tests. 	Section 4.3
<input type="checkbox"/> Distribute test materials to students, and administer the CCRS Interim assessment according to the directions in this manual and using the appropriate administration script.	Section 4.4
<input type="checkbox"/> Help students log in to TestNav.	Section 4.4
<input type="checkbox"/> Monitor testing time.	Section 4.5
<input type="checkbox"/> Supervise test administration.	Sections 4.7 and 4.8
<input type="checkbox"/> Troubleshoot testing issues as needed.	Section 4.7.1
<input type="checkbox"/> Return all testing materials to the School Test Coordinator.	Section 4.9.3
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

DURING
Testing

4.2 Receive Test Materials from the School Test Coordinator (Day of Testing)

The School Test Coordinator will distribute test materials to and collect materials from the Test Administrators each test administration day. Test materials must not be stored in classrooms prior to or following the day of administration.

Test materials that must be distributed by School Test Coordinators to Test Administrators for computer-based test administration include:

- **DoDEA-supplied materials**
 - Student testing tickets (printed from Pearson Access at the school)
 - *Test Administrator Manual*
- **School-supplied material**
 - Wooden No. 2 pencil(s) with eraser(s)
 - Blank scratch paper
 - Test Administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student. Students can request more scratch paper during the assessment, if needed.
 - If graph paper is used during instruction, it is recommended that schools provide graph paper as scratch paper for mathematics assessments.
 - Test Administrators are responsible for collecting all used scratch paper to be securely destroyed. Schools may reuse unused scratch paper (only if paper is completely blank).
 - Calculators, if using hand-held calculator (see Calculators section for more information)
 - Mathematics tools for administration (see Mathematics Tools for Administration section for more information)
 - Mathematics reference sheets (may be locally printed) (**Note:** Cannot be re-used if written on)
 - Testing devices that meet the minimum technology specifications set forth by DoDEA (**Note:** Student should not supply his/her own device for testing.)
 - Headphones (see Headphones section for more information)
 - Materials necessary for the administration of accommodations or accessibility features (For a full list of materials included in accommodated kits, refer to Section 6.2.)
 - Timing device such as a clock or watch, to keep track of time during testing (if one is not clearly visible within the testing room)
 - “Testing — Please Do Not Disturb” sign to post on the doors of the testing rooms or the board (a copy of the sign is available in **Appendix C** of this manual)