Test Coordinator Checklist

Before Test Administration	**TAM Pg.**	**✓ Done**
1. Sign and submit state-specific test security and confidentiality forms. *Use the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1	
2. Complete the MSAA test administration training (for TCs). *TCs are not required to take the End-of-Training final quiz.*	10	
☐ Module 1 ☐ Module 2 ☐ Module 3 ☐ Module 4 ☐ Module 5 ☐ Module 6 ☐ Science module *(AZ, BIE, CNMI, GU, ME, USVI, and VT only)*		
3. Ensure that TAs have received and completed the required training and can access the online MSAA Online Assessment System.	9, 10	
4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.	N/A	
5. Ensure that technology capacity is met. *Work with district/school IT personnel to ensure that the online MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B, titled "Technology Requirements," in the MSAA Online Assessment System User Guide for Test Coordinators for specific information on supported browsers and operating systems.*	N/A	
6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.	2	
During Test Administration	**TAM Pg.**	**✓ Done**
7. Monitor the administration of the Test. *As part of test security and validity, TCs should monitor administration for a portion of students to ensure appropriate test practices and appropriate student participation. Consult with your TAs regarding closing any tests for students who meet the criteria for the ESR.*	6–10, 19–30, 43–45	
8. Ensure that students and TAs have the materials and resources needed to administer the Test.	6, 9	
9. Maintain test security. *Ensure that all test materials are in a secure and locked location when not testing.*	30	
10. Report inappropriate test practices in accordance with state policy.	30	
11. Report security violations and test irregularities to the State MSAA Coordinator. *All security violations and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
12. Ensure that all tests have been submitted or closed by 8:00 pm ET on April 28, 2023.	2	
After Test Administration	**TAM Pg.**	**✓ Done**
13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator. *All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC according to the website/email links on page 1 (State MSAA Coordinators) for state-specific policy information.*	1, 30	
14. Securely shred all printed copies of the Test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials).	30	

For questions or assistance, contact the MSAA Service Center or your State MSAA Coordinator (page 1).