



## Test Coordinator Checklist

Before Test Administration						TAM Pg.	✓ Done
<b>1. Sign and submit state-specific test security and confidentiality forms.</b> <i>Use the website/email links on <a href="#">page 1</a> (State MSAA Coordinators) for state-specific policy information.</i>						<a href="#">1</a>	
<b>2. Complete the MSAA Test Administration Training for TCs.</b> <i>TCs are <u>not</u> required to take the end-of-training final quiz.</i>						<a href="#">10</a>	
<input type="checkbox"/> Module 1	<input type="checkbox"/> Module 2	<input type="checkbox"/> Module 3	<input type="checkbox"/> Module 4	<input type="checkbox"/> Module 5	<input type="checkbox"/> Module 6	<input type="checkbox"/> Science module (AS, AZ, BIE, CNMI, GU, ME, USVI & VT only)	
<b>3. Ensure that TAs have received and completed the required training and can access the MSAA Online Assessment System.</b>						<a href="#">9, 10</a>	
<b>4. Communicate all information received from the State MSAA Coordinator about MSAA to TAs.</b>						N/A	
<b>5. Ensure that technology requirement is met.</b> <i>Work with district/school IT personnel to ensure that the MSAA Online Assessment System is accessible and functioning on every computer that is used for testing. Refer to Appendix B (Technology Requirements) in the <a href="#">MSAA Online Assessment System User Guide for Test Coordinators</a> for specific information on supported browsers and operating systems.</i>						N/A	
<b>6. Support TAs in developing a testing schedule so that all tests will be submitted within the administration window.</b>						<a href="#">2</a>	
During Test Administration						TAM Pg.	✓ Done
<b>7. Monitor the administration of the test.</b> <i>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.</i>						<a href="#">6–10, 19–30, 43–45</a>	
<b>8. Ensure that students and TAs have the materials and resources needed to administer the test.</b>						<a href="#">6, 9</a>	
<b>9. Maintain test security.</b> <i>Ensure that all test materials are in a secure and locked location when not testing.</i>						<a href="#">30</a>	
<b>10. Report inappropriate test practices in accordance with state policy.</b>						<a href="#">30</a>	
<b>11. Report security violations and test irregularities to the State MSAA Coordinator.</b> <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on <a href="#">page 1</a> (State MSAA Coordinators) for state-specific policy information.</i>						<a href="#">1, 30</a>	
<b>12. Ensure that all tests have been submitted or the Early Stopping Rule has been applied by 8:00 pm ET on April 25, 2025.</b>						<a href="#">2</a>	
After Test Administration						TAM Pg.	✓ Done
<b>13. Report all inappropriate test practices, security violations, and suspected irregularities to the State MSAA Coordinator.</b> <i>All inappropriate test practices, security violations, and suspected irregularities must be reported to the TC. For information about your state's respective security agreements, use the website/email links on <a href="#">page 1</a> (State MSAA Coordinators) for state-specific policy information.</i>						<a href="#">1, 30</a>	
<b>14. Securely shred all printed copies of the test, DTA, scoring rubrics, braille cards, and student work (e.g., writing materials).</b>						<a href="#">30</a>	

For questions or assistance, contact your State MSAA Coordinator ([page 1](#)) or the MSAA Service Center ([page 3](#)).