

## 2006 High Schools That Work Assessment

### Checklist for Test Coordinators

#### When you receive the Assessment Preparation Packet:

- Determine precisely whom you will test and notify the students.
- Reserve the appropriate room(s) for testing.
- Select your testing dates, including make-up dates. Put them on the school calendar and inform the teachers.
- Select a group of teachers and counselors to assist in the test preparation and administration.
- Review the Calculator Policy in Appendix 8.
- Complete the Student Roster Form.
- Classify the courses listed in the Course Description Guide and prepare the Course Matching Chart.
- Obtain students' transcripts or course histories including grades from Fall, 2005.

#### When you receive test materials:

- Check, count and safeguard test materials.
- Double-check course transcripts or course histories for all test participants. This information is critical for completing the Course Experience section of the Student Survey.
- Assign answer document ID numbers to the students listed on the Student Roster Form.
- Those schools completing the Course Experience section of the survey should begin completing this section as soon as answer documents have been assigned to students.
- If your students are completing the Course Experience section of the survey, carefully review Appendix 1 of the Test Administration Guide. Share these directions with others who may be assisting you.
- Remind teachers and students of the date, time and location of session(s).
- Verify the calculators are available for all students taking the assessment.
- Review the administration scripts.

**One hour before the session:**

- ❑ Prepare the room for the session and check seating arrangements.
- ❑ Set out the following assessment materials:
  - Pre-assigned answer documents
  - Appropriate assessment books
  - Course Matching Chart and student transcripts or course histories if the school has not completed the Student Course Experience section of the survey
  - Any special handouts which might be required for testing purposes
  - Test Administration Guide
  - Student Roster Form
  - Pencils with erasers
  - Timer or wristwatch with a second hand
  - Scientific calculators (math session only, see Appendix VIII)

**During each test session:**

- ❑ Check-in students and distribute answer documents (by student name) and the assessment books.
- ❑ Read the script verbatim as you conduct the session.
- ❑ Follow time limits

**At the end of the Student Survey Session:**

- ❑ Complete the SCHOOL USE ONLY (Assessment Status) box on page one of all answer documents.
- ❑ Check each answer document to ensure that page one information has been completed and check to be sure that the ID numbers have been correctly recorded on the Student Roster Form. Verify that the site code number had been filled in completely and accurately.
- ❑ Important: Arrange make-up sessions for absent students.

**After completing each session (Reading, mathematics and science):**

- ❑ Complete the SCHOOL USE ONLY (Assessment Status) box on page one of the answer document after each session (including make-ups) has been completed.
- ❑ Important: Arrange make up sessions for absent students.

**After completing all sessions:**

- ❑ Complete the Survey Control Form and package the materials for return in accordance with instructions in the Guide.
- ❑ Using the shipping label(s) provided, return the materials to ETS in Ewing, New Jersey. All used answer documents must be postmarked no later than February 10, 2006.