

2008 *High Schools That Work* Assessment

Checklist for Test Coordinators

When you receive the Assessment Administration Materials:

- 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 and selected students.
- Provide selected students and parents with information on the assessment (including dates, location, purpose, awards and student reports).
- Select a group of teachers and counselors to assist in the test preparation and administration.
- Review the Calculator Policy carefully in Appendix VIII of the Test Administration Guide as it has changed for 2008. Calculators may be used for two sections of the mathematics test.
- Complete the Student Roster Form.
- Classify the courses listed in the Course Description Guide and prepare the Course Matching Chart (Revised in 2007).
- Obtain students' transcripts or course histories including grades from Fall, 2007.

When you receive test materials:

- Check, count and safeguard test materials. Refer to the section in the Test Administration Guide called "Test Security" for instructions on securing test materials.
- Double-check course transcripts or course histories for all selected students. This information is critical for completing the Course Experience section of the Student Survey.
- Assign and record answer document ID numbers to the students on the Student Roster Form. Fill in each student's information on the front of the answer document (name, address, etc.)
- 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 that calculators are available for all students taking the assessment.
- Review the administration scripts.

One hour before administering the assessment:

- ❑ Prepare the room 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. (For Student Survey administration only.)
 - Test Administration Guide
 - Student Roster Form
 - Pencils with erasers
 - Timer or wristwatch with a second hand
 - Calculators (Mathematics test only, see Appendix VIII)

During each test administration:

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

At the end of the Student Survey Session:

- ❑ 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.
- ❑ Be sure that your school name and state are written on each document.
- ❑ Important: Arrange make-up sessions for absent students.

After completing each session (reading, mathematics and science):

- ❑ Important: Arrange make up sessions for absent students.

After completing all sessions:

- ❑ Complete the School Header Sheet and package the materials for return in accordance with instructions in the Test Administration Guide. Note that instructions for returns have been updated for 2008. (Note: Do not return teacher survey materials to ETS. Follow separate instruction for return to the University of Georgia).
- ❑ Using the shipping label(s) provided, return the student materials to ETS in Ewing, New Jersey. All used answer documents must be postmarked no later than February 1, 2008.