

School Test Coordinator’s Checklist

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

The School Test Coordinator (STC) is responsible for managing and securing test materials and overseeing staff who administer tests in a school.

A School Test Coordinator should ensure the following:

Completed	Task
	Complete required training provided by the District Test Coordinator (DTC) on policies and procedures for test security and administration.
	Train school personnel, including the principal, involved handling test materials and administering state assessments on test security and administration.
	Reviews the Test Administrator’s Checklist with all TAs and ensure each has received a copy. Ensure all TAs are licensed school personnel.
	Collect required assessment signature forms. Keep a copy for school files (stored for 5 years) and send original to the DTC.
	Inspect classroom walls before the assessment and conduct observations during the assessment.
	Accurately count and distribute test materials before and after each test administration.
	Adhere to required test administration schedules and required order of subtests.
	Prohibit reclassification of a student for the sole purpose of non-participation in the state assessment.
	Review all assigned accommodations and ensure they are appropriate.
	Ensure all students are tested.
	Ensure cell phones and other non-allowable electronic devices are not being used during testing.
	Ensure the SBA is not reproduced, shared, discussed, or distributed.
	Inform Test Administrators and Proctors to immediately report test security breaches or testing irregularities to the STC and Principal.
	Report a testing irregularity to the DTC immediately.
	Collect, count, and return test materials to the school’s secure storage area immediately after each test administration.
	Inventory and return test materials to the DTC immediately after the conclusion of testing.