Description of Responsibilities of the District Test Coordinator

The superintendent of each public school district is responsible for the proper administration of the statewide student assessment system pursuant to Ark. Code Ann. § 6-15-2901 et seq. The District Test Coordinator (DTC), as the designee of the superintendent, is responsible for ensuring that the law and/or rules pertaining to testing and maintaining security are followed.

The following information is designed to provide guidance and a clearer understanding of the duties of the position. It is at the discretion of each superintendent to select the DTC and assign the specific job duties. It should be noted that the tasks and responsibilities associated with state-required testing begin in August and continue throughout the school year.

Job Duties and Responsibilities
● Understand the laws, rules, and requirements of state- and federally-required testing ● Understand the purpose(s) of each assessment ● Serve as liaison between the district and the ADE: DESE on state-required, test-related issues ● Coordinate and schedule all state-required testing K-12* ● Attend all mandatory vendor and ADE: DESE test administration training and webinars* ● Communicate at regular intervals with appropriate staff in preparation for testing ● Ensure all students are tested and appropriately coded in eSchool and testing portals* ● Understand and proficiently use the administrative platform to complete required tasks* ● Ensure students who qualify for accommodations and/or accessibility supports are identified and receive the supports during test administration* ● Ensure that the assessment given and the accommodations loaded into the administrative platform match IEPs, 504s, and/or LPAC plans* ● Develop local test training or utilize provided vendor training to ensure all appropriate staff are trained in test administration and the use of reports* ● Ensure that all staff are trained in test security and put in place protocols to maintain the security and confidentiality of the assessments and student data ● Prepare, organize, and disseminate test administration materials* ● Maintain documentation materials ○ Training presentations* ■ Communications plan ■ Emergency plan ○ Training sign-in sheets* ○ K-2, Periodic, and Summative security agreements ○ Chain of Custody forms ○ Accommodations (IEP, 504, LPAC, TAA) ○ Electronic devices policy ● Communicate testing irregularities to the ADE: DESE ● Manage and disseminate testing results from state-mandated assessments as they

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are available within each assessment portal
- Communicate assessment resources (webinars, livebinder, newsletters, etc.) with local staff in a timely manner*
- Coordinate staff training and test administration with other DTCs and center staff when testing at Alternative Learning Environments (ALEs) or Therapeutic Day Treatment Centers (TDTs)*

**Note: Each assessment has different requirements and these tasks must be completed individually for each assessment*

Persons with whom DTC must be able to Collaborate

- Special education supervisors, 504 coordinators, and ESOL coordinators
- eSchool administrator and any others responsible for student data entry and cycle reporting
    - The DTC may need district-level access to eSchool and Triand (local decision)
- Staff with working knowledge of Cognos, Triand, and eSchool
- Building-level administrators
- Central office staff
- Superintendent/CEO/District leader - the DTC is his/her designee
- Technology Coordinator
- School test coordinators
- School registrar and counselors
- Classroom teachers
- The ADE: DESE Assessment staff
- Test vendor support
- Parents
- Therapeutic Day Treatment (TDT) program director and staff

Desired Qualities

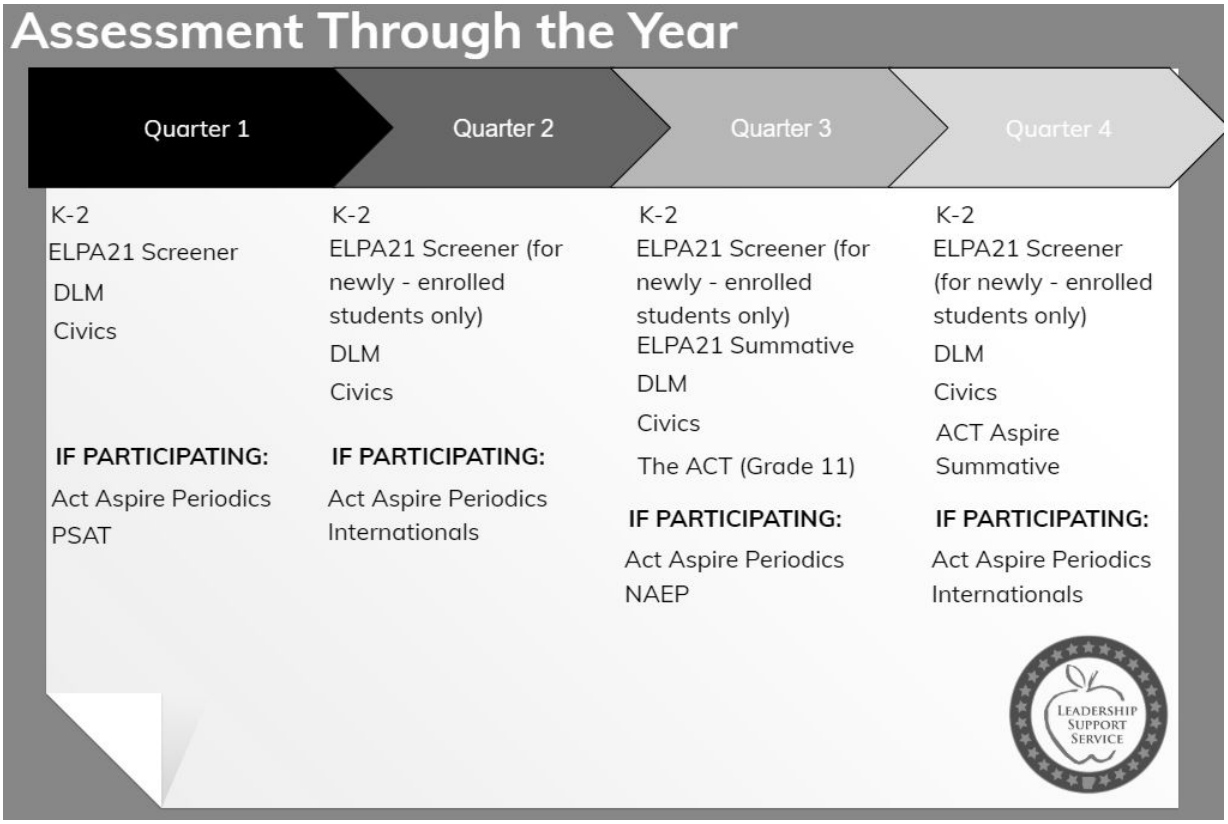
- Organized
- Proactive
- Not tied to a classroom schedule
- Strong working knowledge of Excel, which includes at a minimum the following:
    - Opening, modifying, and saving CSV files properly
    - Sorting/filtering properly
    - Freezing rows/columns
    - Formatting text
- Skilled with technology; able to quickly learn new platforms and skills
    - Each assessment has a separate administrative platform
    - eSchool
    - Triand
    - Cognos
    - Microsoft Office/Google Docs
- Leadership skills
- Time management skills
- Exhibits integrity

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- Ability to collaborate and delegate
- Ability to communicate clearly
- Ability to respond to stressful situations calmly
- Ability to maintain confidentiality
- Ability to interpret and use data appropriately

State-required Assessments

- ELPA21 screener (for any new enrollee) – opens August
- K-2 testing – fall, winter, and spring windows
- ACT Aspire summative – spring
    - *Optional ACT Aspire Periodic Testing (Interim and Classroom Assessments) - available September through May*
- The ACT at grade 11 – winter/spring
- ELPA21 summative – winter/spring (for all ELs)
- Dynamic Learning Maps (DLM) Alternate Assessment – fall and spring windows in ELA, math, and science (for qualifying students)
- NAEP (if selected) – spring
- Internationals (if selected) – fall or spring



Approved Testing Calendar 2020-2021

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In addition to the general Job Duties and responsibilities, DTCs must complete the respective tasks including but not limited to the following:

Tasks for ELPA21 Screener
● Work with the District ESOL Coordinator to identify potential ELs needing screening ● Train all district personnel (Test Administrators, Building ESOL personnel, District ESOL personnel) in the appropriate administration of the screener ● Verify that all appropriate personnel have access to the portal with the appropriate roles ● Collaborate with the technology coordinator to ensure that the ELPA21 secure browser is installed on testing devices ● Make sure that screener scores are accessible to the appropriate personnel and parents/guardians
Tasks for ELPA21 Summative
● Work with the District ESOL Coordinator to verify all ELs needing to take the summative assessment are in the portal ● Modify EL records (add/delete) within the portal ● Train all district personnel (Test Administrators, Building ESOL personnel, District ESOL personnel) in the appropriate administration of the summative assessment ● Verify that all appropriate personnel have access to the portal with the appropriate roles ● Plan the summative assessment schedule within the state window ● Collaborate with other DTCs and the Office of Student Assessment in the student transfer process ● Collaborate with the technology coordinator to ensure that the ELPA21 secure browser is installed on testing devices ● Monitor all summative testing ● Ensure that summative scores are downloaded and made accessible to the appropriate personnel and parents/guardians
Tasks for K-2
● Ensure all Kindergarten students have a permanent State Student Identification (SSID) number in eSchool prior to the fall testing window ● Watch applicable vendor K-2 Kick-Off Webinar ● Review and utilize the K-2 FAQ Policy Document ● Plan the K-2 assessment schedule within the state window ● Ensure all district and school personnel (i.e., Building Test Coordinators, Test Administrators, Instructional Coaches, Elementary Principals) involved with K-2 testing are trained on the K-2 assessments including the proper administration of the test, accessing reports, and interpreting student data ● Roster K-2 students in the administrative platform ● Collaborate with the technology coordinator to ensure that the necessary devices, software, and online security measures are sufficient and current to conduct online testing

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- Activate any accommodations in the administrative platform for students as needed per students' IEP, 504, or LPAC plans
- Collaborate with other DTCs and respective vendors in the student transfer process
- Report any K-2 test violations to the ADE: DESE Student Assessment office
- Work with the ADE: DESE Office of Student Assessment to discuss issues regarding K-2 testing
- Document locally any students not tested
- Attend or designate appropriate staff to attend the K-2 professional development trainings conducted by the respective vendor on how to use reports and interpret data
- Collaborate with teams to create growth goals for students based on their data and monitor frequently
- Collaborate with teams to review student data and make instructional decisions for K-2 students

Tasks for DLM

- Have a working knowledge of Kite Educator Portal and Kite Student Portal
- Ensure that teachers have completed the mandatory Moodle training
- Roster students to teachers in Kite Educator Portal
- Ensure First Contact Surveys are completed in Kite Educator Portal
- Ensure teachers/test administrators establish a testing schedule that covers the required Blueprint coverage within the state window
- Collaborate with the technology coordinator to ensure that the necessary devices, software, and online security measures are sufficient and current to conduct online testing
- Ensure that each student is tested by monitoring the Blueprint coverage in Kite during each test window
- Collaborate with other DTCs and the Office of Student Assessment in the student transfer process
- Mark Special Circumstances Codes and Exit Codes as applicable
- Ensure that scores are accessible to the appropriate personnel and parents/guardians

Tasks for ACT Aspire

- Access and refer to the Schedule of Events for deadlines and tasks
- Create appropriate user access to PearsonAccess^{next} (PAnext) using the User Role Matrix
- Plan the assessment schedule within the state window
- Ensure all students have an accurate SSID number in eSchool
- Verify student enrollment in PAnext (Note: ACT Aspire and the ACT have separate PAnext systems; items must be completed in each system respectively.)
- Collaborate with other DTCs and the Office of Student Assessment in the student transfer process to rectify proper enrollment/withdrawal and coding in eSchool to correct student enrollment issues in PAnext
- Create/edit the Personal Needs Profile for qualifying students in PAnext so that students receive appropriate accommodations and supports. Verify PNPs with appropriate school/district staff: Special education supervisor, 504 coordinator, ESOL

coordinator, etc.
- Complete and return to ADE: DESE Special Accommodations Request forms as needed
- Create additional orders of paper materials as appropriate
- Utilize PAnext to track orders and shipments
- Create test sessions for students in each of the 5 content areas: English, reading, writing, math, and science
- Remove transfer students from transfer sessions and place district-created sessions in PAnext as needed
- Complete a Mock Administration
- Collaborate with Technology Coordinator to ensure that the necessary devices, software, and online security measures are sufficient and current to conduct online testing and precache test content
- Print, sort, and disseminate student authorization testing tickets and test administration materials
- Prepare, start, unlock, monitor, and stop test sessions
- Create reporting groups to allow appropriate access to student results; assign users to appropriate reporting groups
- Remove students from sessions who will not test
- Mark Will Not Test reasons, if applicable
- Know and be able to proficiently use Operational, Proficiency, and OnDemand Reports from PAnext
- Ensure that scores are accessible to the appropriate personnel and parents/guardians

Tasks for the ACT

- Access and refer to the Schedule of Events for deadlines and tasks
- Select the ACT testing window in which the district will participate
- Verify enrollment in PAnext (Note: ACT Aspire and the ACT have separate PAnext systems; items must be completed in each system respectively.)
- Manage participation in PAnext
- Complete Enroll/Unenroll procedures in the student transfer process
- Upload all required paperwork in the Test Accessibility and Accommodations (TAA) system by set deadlines
- Ensure all accommodations have been approved in TAA and attached via PIN numbers for the grade 11 state administration
- Schedule and facilitate all non-test portions with students
    - prior to test day for paper administration
    - up to 4 days after the test for online administration
- If testing on paper:
    - Inventory, account for, and securely store all paper materials
    - Organize and disseminate test booklets, answer documents, and test administration materials
- If testing online:
    - Create test sessions for students in each of the 4 content areas: English, reading, math, and science
    - Complete a Mock Administration

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- Print, organize, and disseminate student authorization testing tickets and test administration materials
- Ensure all ACT paperwork is completed and returned to ACT
  - Test Administration Forms - ACT Standard Time Paper
  - Test Administration Forms - ACT Accommodations Paper
  - Test Administration Forms - ACT Online Standard Time
  - Test Administration Forms - ACT Online Accommodations
- Ensure all tasks in PAnext are completed by deadlines
- Ensure all paper materials, ACT paperwork, and testing tickets are returned to ACT by the deadline listed in SOE

NAEP (other national/ international tests): if school is selected/participating

- The required tasks and deadlines will be sent to the associated DTC if a school is selected for/participating in NAEP or an international assessment
- The ADE: DESE Office of Student Assessment staff and designated field team assessment coordinator will guide and review the data entry requirements with the DTC

PSAT

- Complete participation survey (Jan./Feb.)
- Order tests from College Board (typically mid Sept.)
- Manage bulk registration codes
- Ensure all test administrators are trained
- Ensure test is administered according to PSAT requirements
- Return all test materials in the required manner by the deadline

Civics

- Roster students to test administrators in the Civics Exam portal
- Prepare and disseminate student login credentials
- Mark students in the Civics Exam portal who will not participate per IEPs as needed
- This duty can be assigned to another teacher or district employee