

**Test coordinators are made...
not born**

Michigan Department of Education
Office of Educational Assessment and
Accountability
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**Test coordinators are made...
not born**

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What are you going to do, now?

- Where do I start?
 - Where can I find help?
 - Gee, there's a lot to read!
 - There are forms to fill out!
 - Why don't my friends talk to me anymore?
 - I want my mother!
-

Where do I start?

- Start by reading the Administrator Manual and the Coordinator Handbook
- Find them both at:
www.michigan.gov/meap
- Then:
 - Put together a list of important dates
 - Build a testing schedule
 - Make a checklist

The basic tasks are:

- Determine who will be tested
 - Get the test announcement letter from MEAP
 - Determine materials needed
 - Pre-ID students
 - On-line registration
 - Downloadable file
- Discover your people resources

The basic tasks are: (continued)

- Attend the video conference
- Arrange for staff in-service
- Arrange for testing locations
- Receive, check, and secure materials
- Distribute materials
- Monitor testing
- Process documents after testing

The basic tasks are: (continued)

- Pack and ship materials on time
- Plan for dissemination of results
- Visit the MEAP secure site for results
- Relax...now you're the expert!

Where can I find help?

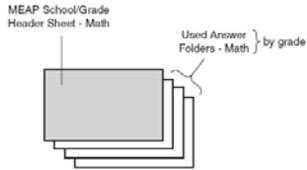
- Other district coordinators
- Your ISD or RESA
- The MEAP office
 - MEAP Coordinator Update
 - Email: MEAP@michigan.gov
 - MEAP web site: www.michigan.gov/meap
 - Call us: 1-877-560-8378
- If all else fails, READ THE MANUAL!

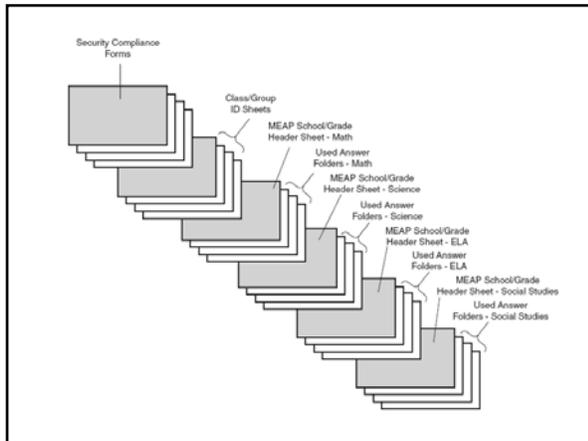
Things to look for...

- Shortages of materials
- Ethical violations
- Administrative errors
- Standard and non-standard accommodations
- Tested roster and demographic updates

A word about packing it up...

- Sort by subject for each school
- Place School/Grade Header Sheet on top





Now...your questions?

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