

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

District Test Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate and meet with OEAA staff and Questar staff when needed
- Aid in the identification of Schools and students taking the ELPA in the online mode
- Communicate with District/School Technology Contact(s) regarding technology, planning and scheduling
- Coordinate testing plans with each school so that Listening, Reading, and Writing are administered in groups and Speaking is administered individually
- Review all materials from OEAA and Questar including ELPA Online District/School Test Coordinator's Manual and Test Administrator's Manual prior to testing
- Attend all pre-testing training sessions (webex): District/School Test Coordinator Training in Late January, 2011 and Test Administrator Training in Early February, 2011
- Aid in the coordination of online administration training for district staff if necessary (content, dates, etc.)
- Have all participating schools perform a technology assessment to determine if all technology requirements have been met
- Help schools prepare computer labs for testing
- Be available prior to and during the testing window to look up user logins and passwords as needed

Activities DURING Test Administration

- Ensure on-site availability to OEAA and Questar before and during testing window for observation of testing sessions
- Respond to questions from School Test Coordinators and teachers regarding the test administration

Activities AFTER Test Administration

- Complete post-administration survey
- Ensure confidentiality agreements have been signed by School Test Coordinators, Technology Coordinators, and Test Administrators

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

School Test Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate and meet with OEAA staff, Questar staff and District Test Coordinator when needed
- Review ELPA Online District/School Test Coordinator's and Test Administrator's Manuals prior to testing
- Attend all pre-testing training sessions (webex): District/School Test Coordinator Training in Late January, 2011 and Test Administrator Training in Early February, 2011
- Communicate with District and School Administration and Technology Contact(s) regarding technology, planning and scheduling
- Ensure on-site availability to OEAA and Questar during testing window for observation of testing sessions
- Aid in the coordination of training for School test administration staff and students (content, dates, etc.)
- Establish and coordinate testing schedule for online test takers at assigned School (Listening, Reading, and Writing are administered in groups and Speaking is administered individually)
- Work with School Technology Coordinator to ensure all labs in assigned School are technology ready (network, server, etc.)
- Ensure that all labs are setup for student testing prior to testing (physical layout, headphones, materials, etc.)
- In coordination with the local information technology staff, address any issues found through Workstation Readiness as appropriate
- After all workstations have been prepared, certify your testing site through iTester™ Admin
- Print and distribute all student testing login tickets to the teachers
- Ensure that students are assigned to the correct online testing groups and that everyone has their user names and passwords prior to testing

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

School Test Coordinator Checklist (continued)

Activities DURING Test Administration

- Ensure that all students take the Practice Test prior to taking any of the online tests
- Resend welcome username and password e-mails to teachers as necessary
- Coordinate testing during the online testing window
- Monitor the test administration

Activities AFTER Test Administration

- Notify the District Test Coordinator when all school-level ELPA Online Administration activities have been completed
- Ensure confidentiality agreements have been signed by Test Administrators

• .

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

Teacher Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA School Test and Technology Coordinator contact(s) regarding technology, planning and scheduling
- Review ELPA Online Technology Coordinator's and Test Administrator's Manuals prior to testing
- Attend all pre-testing training sessions (webex): Test Administrator Training in Early February, 2011
- Conduct pre-administration training of students taking the online ELPA
- Talk to your participating students about the online tests so that they know what to expect and encourage them to do their best
- Verify Workstation Readiness Tests have been completed on all workstations and the iTester™ icon is on the desktop
- Ensure that all labs are setup for student testing prior to testing (physical layout, materials, headphones, etc.)
- Ensure that students are assigned to the correct online testing groups and that everyone has their user names and passwords prior to testing
- Receive the printed student testing login tickets with student usernames and passwords from the STC. Reminder: Student testing login tickets are secure and must be stored at all times
- Arrange to have access to a phone during testing to report any technical issues or other irregularities

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

Teacher Checklist (continued)

Activities DURING Test Administration

- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions
- Distribute student testing login tickets with usernames and passwords
- Follow the specific text in the Test Administration Manual for administering the test
- Ensure all students complete the practice test before taking the online exams
- Administer the online ELPA assessments during the online testing window (group sessions for Reading, Listening, and Writing; individual sessions for Speaking)
- Answer student questions according to the guidelines in the Test Administration Manual
- Ensure students do not leave open screens unattended at any time

Activities AFTER Test Administration

- Ensure all students have correctly logged off the testing site
- Securely destroy all testing tickets when all ELPA Online testing is complete
- Ensure confidentiality agreements have been signed
- Complete post-administration survey and meet with OEAA and Questar staff as needed
- Notify the STC when all testing is completed

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

District Information Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate and meet with OEAA staff and Questar staff when needed
- Review ELPA Online Technology Coordinator's and Test Administrator's Manuals prior to testing
- Aid in the coordination of online administration training for district staff if necessary (lab setup, etc.)
- Attend all pre-testing training sessions (webex): District/School Test Coordinator Training in Late January, 2011 and Test Administrator Training in Early February, 2011
- Communicate with ELPA Online Pilot District/School Test Coordinator(s) regarding technology, planning and scheduling
- Troubleshoot technology problems at the district level (depending on network configuration)
- Ensure all labs in participating Schools are equipped with headphones for each computer
- Ensure all labs in participating Schools are technology ready (computers, network, server, etc.)

Activities DURING Test Administration

- Ensure on-site availability to OEAA and Questar during testing window for observation of testing sessions

English Language Proficiency Assessment (ELPA) Online Assessment Pilot

School Information Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate and meet with OEAA staff, Questar staff and District Test Coordinator when needed
- Communicate with ELPA Online Pilot District Test Coordinator and School Administration staff regarding technology, planning and scheduling
- Review ELPA Online Technology Coordinator's and Test Administrator's Manuals prior to testing
- Attend all pre-testing training sessions (webex): District/School Test Coordinator Training in Late January, 2011 and Test Administrator Training in Early February, 2011
- Ensure all labs in assigned School are equipped with headphones for each computer
- Ensure all labs in assigned School are technology ready (network, server, etc.) by running Workstation Readiness programs prior to testing
- Install iTester Student client on all student workstations in advance of testing
- Troubleshoot technological problems in advance of, or during the Online testing sessions
- Aid in the coordination of online administration training for School staff if necessary (lab setup, administration procedures, etc.)
- Aid in the coordination of online test training for participating students (System tutorials, etc.)

Activities DURING Test Administration

- Ensure on-site availability to OEAA and Questar staff during testing window for observations of testing sessions