

Online Assessments

District Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

Test Windows	
Fall 2016 (Grades 1 and 2)	October 3 - 21, 2016
Spring 2017 (Grades K – 2)	April 10 – May 26, 2017

eDIRECT: <https://mi.drccedirect.com>

Access reference documents in eDIRECT: Select General Information → Documents → filter for documents. (All documents should be posted by Friday, September 14, 2016. Check back for updates.)

District Coordinator Checklist:

This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in eDIRECT. **All steps below are required for successful implementation.**

1.	Watch the District/Building Coordinator WebEx Fall 2016: (Live 9/22/16) and Spring 2017: (Live 3/2/17) or a recording of the Webex (posted shortly after the live presentation) in eDIRECT under All Applications → General Information → Documents → Document Type: Training Presentations & FAQs and on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
2.	Review and become familiar with the Assessment Integrity Guide , the Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources , the Test Administration Manual , and online Test Administration Directions posted on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
3.	Ensure all Building Coordinators have been trained and that all students taking online assessments have opportunities to practice using training materials
4.	Coordinate student use of the Tutorial and Online Tools Trainings (OTTs)
5.	Assign Secure Site access and permission to Technology Coordinators and Building Coordinators who will manage the Student Roster on eDIRECT and update incorrect/missing information in the Secure Site
5b.	Oversee the pre-identification of students in the secure site
6.	Oversee the scheduling, creation, and editing of Test Sessions by Building Coordinators in eDIRECT
7.	Oversee the printing, sorting, and distribution of Student Test Login Tickets to Test Administrators
8.	Monitor testing and support Technology Coordinators, Building Coordinators, and Test Administrators during the testing window
9.	Monitor testing and support Test Administrators during testing window (daily)
10.	Report all test administration irregularities and submit Incident Reports, as needed
11.	Post-Test Tasks – Ensure that all test tickets, test rosters, scratch paper have been collected and destroyed; verify that student statuses show “completed” for each student (eDIRECT: All Applications → Student Management → Student Status); monitor makeup sessions for students as needed

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the Test Administration Manual
- Call the DAS Call Center: 1-877-560-8378 (choose option 2)