MI-Access Spring 2013 Online Answer Document Pilot: District Test Coordinator Roles and Responsibilities

Summary of Required District Test Coordinator (DTC) Tasks

- Receive and review the iTester log-in instructions e-mail to access the iTester Administration site.
- Set up accounts for School Test Coordinators (STC) in iTester.
- Notify STCs of the pilot, their roles, and reference materials available, such as the *Spring 2013 Test Administrator Manual Addendum: MI-Access Online Pilot*, FAQs, etc.
- Provide additional training to STCs and Assessment Administrators (AAs), if needed.
- Provide support and answer School Test Coordinator questions related to the pilot.
- **Ensure all testing is completed, student ratings/responses have been entered, and site completion has been affirmed by the STC(s) NO LATER THAN MARCH 22, 2013.**

What Can I do as a DTC in the iTester Administration Site?

- Create, view and edit district and school-level user accounts from the Accounts tab.
- Reset district and school-level user iTester passwords from the user profile.
- Create, view and edit Student Groups for the STC using the Student Groups tab, if needed.
- View student information from the Students tab.
- View the status of Site Completion for each school in your district from the Site Completion tab.
- Perform Site Completion for the STC, if needed.