

# BENCHMARK

## ASSESSMENTS

### Early Literacy & Mathematics

### Online Assessments

## District Coordinator Checklist

### of REQUIRED ONLINE TASKS AND ACTIVITIES

Test Windows	
Fall 2017 (Grades K– 2)	September 11 – October 6, 2017
Spring 2018 (Grades K–2)	April 9 – May 25, 2018

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

Access reference documents in eDIRECT: Select General Information → Documents → filter for documents.

#### 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.**

✓	Task
	1. Watch the <b>District/Building Coordinator WebEx</b> <b>Fall 2017:</b> (Live: 8/24/17) and <b>Spring 2018:</b> (Live: TBD) or a Training Session PowerPoint (posted shortly after the live presentation) in eDIRECT under All Applications → General Information → Documents → Document Type: Training Presentations & FAQs and on the <a href="http://www.michigan.gov/earlylitandmath">Early Literacy and Mathematics web page</a> (www.michigan.gov/earlylitandmath)
	2. Review and become familiar with the <b>Assessment Integrity Guide</b> , the <b>Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources</b> , the <b>Test Administration Manual</b> , and online <b>Test Administration Directions</b> posted on the <a href="http://www.michigan.gov/earlylitandmath">Early Literacy and Mathematics web page</a> (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 <b>Tutorial</b> and <b>Online Tools Trainings (OTTs)</b>
	5. Assign Secure Site access and permission to Technology Coordinators and Building Coordinators who will manage the <b>Student Roster</b> 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 <b>Test Sessions</b> by Building Coordinators in eDIRECT
	7. Oversee the printing, sorting, and distribution of <b>Student Test Login Tickets</b> to Test Administrators
	8. Monitor testing and support Technology Coordinators, Building Coordinators, and Test Administrators during the testing window
	9. <b>Monitor testing</b> and support Test Administrators during testing window (daily)
	10. Report all test administration irregularities and submit Incident Reports, as needed
	11. <b>Post-Test Tasks</b> – 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. Update student demographics in MSDS as needed.

#### Questions Regarding eDIRECT, INSIGHT, or the above steps?

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

