

BENCHMARK

ASSESSMENTS

Early Literacy & Mathematics

Online Assessments Test Administrator 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 All Applications → General Information → Documents → filter for “All” administration documents.

Test Administrator Checklist:

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

✓	Task
	Before Testing
	Ensure INSIGHT software is installed on all testing devices and that you know how to launch it on those devices
	Ensure students have practiced using the OTT/Sample Item Sets
	Ensure you and your students have viewed the tutorial available on eDIRECT and/or the INSIGHT engine
	Review all applicable sections of the Test Administration Manual (TAM)
	Read the entire Online Test Administration Directions
	Clearly understand the scheduled testing time, including breaks
	Prepare the classroom for testing (see the Test Administration Directions (TAD) for more information)
	Obtain a student test ticket for each student who will be testing
	Count the test tickets you will be using for this test session
	During Testing
	Distribute test materials (headphones, if applicable, scratch paper, test tickets)
	Read Test Directions aloud to students (use the Test Administration Directions)
	If testing on an iPad, make sure the volume rocker buttons are enabled
	If testing on an iPad, start Guided Access (refer to the Test Administration Manual (TAM))
	Collect test tickets after students have signed in. Retain tickets for students who need to log in again.
	Monitor students during testing
	After Testing
	Collect/Return to Building Coordinator all test tickets, test rosters, and scratch paper to be securely stored or destroyed
	For students testing on an iPad, use the passcode provided by your Building Coordinator/Technology Coordinator to stop Guided Access
	For students testing on 1:1 devices (devices that leave the testing room), be sure you can see the desktop/home screen of the device before the student leaves (this ensures they are not still logged into the test)

Questions Regarding the above steps?

- Consult with the Building Coordinator

