

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

Summary of Required School Test Coordinator (STC) Tasks

- Receive and review the iTester log in instructions e-mail to access the iTester Administration site.
- Set up accounts for all Assessment Administrators (AAs) in iTester.
- Notify AAs 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 AAs, if needed.
- Create Student Groups.
- Assign students to Student Groups. Students must be assigned to a Student Group before AAs can enter student responses/ratings.
- Provide support and answer AA questions related to the pilot.
- **Ensure all testing is completed and student ratings and/or responses have been entered NO LATER THAN MARCH 22, 2013.**
- **Affirm site completion in iTester and notify the District Test Coordinator (DTC) that all online entries have been completed NO LATER THAN MARCH 22, 2013.**

What Can I do as an STC in the iTester Administration Site?

- Create, view and edit school-level user accounts from the Accounts tab.
- View and edit Assessment Administrator account information from the Assessment Administrator tab.
- Reset school-level user iTester passwords from the user profile.
- Create, view and edit Student Groups from the Student Groups tab.
- View student information from the Students tab.
- Perform Site Completion for your school.