District Test Coordinator Checklist

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

The District Testing Coordinator (DTC) is responsible for training School Test Coordinators (STCs), Test Administrators (TAs), and district personnel and who handle testing materials in test security and administration procedures, coordinating the ordering, delivery and receipt of test materials, and overseeing test administration in a school district.

A District Test Coordinator should ensure the following:

Completed	Task
	Distribute Test Security Information to everyone involved in the NMSAP process.
	Ensure all TAs are certified, licensed staff members.
	Ensure all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations prior to NMSAP administration (twice per year).
	Review the Checklists with School Test Coordinators, Test Administrators, Test Proctors, Principals and Superintendents and assure each has received a copy.
	Implement system and school testing policies and procedures to ensure all students are tested fairly and appropriately.
	Immediately report all testing irregularities to the PED.
	Inventory all assessment materials **each time** the materials are checked out and checked in with appropriate signatures on supporting documentation.
	Ensure the SBA, EoCs, and other state tests are not reproduced, shared, discussed, or distributed.
	Maintain a documented Chain of Custody for all NMSAP materials, including tests removed for make-ups or extended time.
	Ensure all NMSAP materials are not left unattended and are accounted for at all times.
	Ensure test materials are not removed from the school by anyone other than DTC or STC.
	Ensure the school testing schedule is followed exactly as assigned.
	Provide an appropriate testing environment that will assure fair student results.
	Review and allow TAs to review the DFA in advance of the assessment window.
	Ensure TAs follow the instructions in the DFA Manual and Test Administrator Manual (TAM) verbatim.
	Promote a positive testing environment.
	Ensure cell phones or other non-allowable electronic devices are not allowed into the testing environment.
	Ensure all instructional materials displayed on classroom walls and student desks are removed prior to testing.
	Conduct unannounced walk-through of schools to ensure TAs are actively monitoring students while testing.
	Review and assure proper accommodations are provided for eligible students.
	Assure non-eligible students are not provided accommodations.
	Collect and maintain all the PED required signature form/sheets from all schools for up to the previous 5 years.
	Prohibit reclassification of student(s) for the sole purpose of not having that student participate in the NMSAP.
	Supervise and monitor testing personnel to ensure that they fulfill their specific roles and responsibilities of NMSAP along with all testing activities.

School Test Coordinator's Checklist

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

The School Test Coordinator (STC) is responsible for managing and securing test materials and overseeing staff who administer tests in a school.

A School Test Coordinator should ensure the following:

Completed	Task
	Complete required training provided by the District Test Coordinator (DTC) on policies and procedures for test security and administration.
	Train school personnel, including the principal, involved handling test materials and administering state assessments on test security and administration.
	Reviews the Test Administrator's Checklist with all TAs and ensure each has received a copy. Ensure all TAs are licensed school personnel.
	Collect required assessment signature forms. Keep a copy for school files (stored for 5 years) and send original to the DTC.
	Inspect classroom walls before the assessment and conduct observations during the assessment.
	Accurately count and distribute test materials before and after each test administration.
	Adhere to required test administration schedules and required order of subtests.
	Prohibit reclassification of a student for the sole purpose of non-participation in the state assessment.
	Review all assigned accommodations and ensure they are appropriate.
	Ensure all students are tested.
	Ensure cell phones and other non-allowable electronic devices are not being used during testing.
	Ensure the SBA is not reproduced, shared, discussed, or distributed.
	Inform Test Administrators and Proctors to immediately report test security breaches or testing irregularities to the STC and Principal.
	Report a testing irregularity to the DTC immediately.
	Collect, count, and return test materials to the school's secure storage area immediately after each test administration.
	Inventory and return test materials to the DTC immediately after the conclusion of testing.

Test Administrator Checklist

(Please review before each testing session)

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

A Test Administrator should ensure the following:

Completed	Task
	Hold an educator or administrator's license.
	Complete required training on test security and administration before giving a standardized test.
	Maintain confidentiality of all information related to this assessment.
	Not administer the test in their child's classroom.
	Review all testing manuals prior to administering the assessment.
	Follow directions in the *Directions for Administration* exactly.
	Test all eligible students.
	Immediately report a testing irregularity to the School Test Coordinator.
	Inventory test booklets and answer documents every time they are checked out and checked in.
	Maintain a documented "Chain of Custody" of test materials assigned to you.
	Never review the Test Booklet, only the Directions for Administration.
	Never leave test materials unattended.
	Never remove test materials from a school.
	Follow the required test administration schedule.
	Monitor students at all times during testing. Do not engage in other activities (no computer, reading, grading papers, phone, etc.)
	Never read any part of the Reading Test to a student.
	Provide **calculators only in grades 8, H2 and H3.**
	Maintain a testing environment that is quiet and conducive to fair results.
	Encourage students to do their best.
	Do not change or paraphrase any test directions.
	Never translate any part of the test or directions.
	Do not clarify or explain test items.
	Do not spell words for students during the test.
	Never provide inappropriate assistance or hints to students during testing.
	Do not allow cell phones or other electronic devices into the testing environment.
	Remove all instructional materials displayed on walls and desks.
	Never erase or alter a student answer.
	Follow all procedures when a test irregularity occurs.
	Do not participate in reviewing student answers or "stray mark clean-up."

Test Proctor Checklist

Please note: This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

Test Proctors monitor testing and help the test administrator maintain a testing environment that safeguards the confidentiality of the test and minimizes distractions and disruptions for students. A proctor should be assigned if there are more than 25 students in a testing room.

A Test Proctor should certify the following:

Completed	Task
	Complete required test security training prior to proctoring a test.
	Maintain confidentiality of all information related to this assessment.
	Remain in the testing room for the entire time the test is given unless another Test Administrator or Proctor can replace you and maintain the 25:1 requirement for testing.
	Help the Test Administrator maintain test security.
	Help the Test Administrator minimize distractions during testing.
	Help students with emergencies (including restroom emergencies) during testing.
	Report a testing irregularity to the school test coordinator (STC).
	Not assist students in choosing an answer to a test question or alter or erase a student's answer to a test question.
	Not assume responsibilities for administering a test to students.
	Not proctor in their child's classroom.
	Not be responsible for assessment materials.
	Not be in possession of assessment materials.
	Not engage in other activities besides monitoring students (reading, phone, computer, etc.).

Superintendent's Checklist

Please note: This checklist does not replace the assessment policy, nor is it an exhaustive list of requirements. It is simply a list of reminders which will assist during the SBA testing window. The Superintendent shares responsibility in maintaining test security with everyone involved in the administration of the NMSAP.

The Superintendent will certify the following:

Completed	Task
	Ensure that standardized tests are handled, stored, prepared for, and administered in accordance with this rule and in accordance with any precautionary instructions provided with the tests.
	Designate one district test coordinator and additional school test coordinators for the purpose of delegating the duties necessary to carry out compliance with this rule.
	Assure the district test coordinator attends standardized test training workshops provided by the PED twice annually.
	Assure the district test coordinator hold a valid PED certified school instructor, counseling, or administrator license.
	Guarantee the district test coordinator and school test coordinators have been given a copy of this rule (6.10.7.1 NMAC) together with any written district policies relating to standardized test preparation, administration, and security.
	Assure the district test coordinator conducts assessment training workshops for the school test coordinators and other district and school personnel twice annually and all checklists are distributed to Test Administrators, Proctors, Principals, School Test Coordinators and District Test Coordinators.
	Collect the Principal's Verification Forms from all school principals; the forms ensure the principals and their staff have been trained and all accommodations have been appropriately provided.
	Sign off on the Superintendent's Verification form which assures that all Principal's Verification forms (training and accommodations forms) have been collected.
	Adhere to the test administration order and schedules established by the PED.
	Prohibit the reclassification of student(s) for the sole purpose of not having the student participate in any state assessment.
	Require all district staff to report any improper behavior regarding state assessments; breach of security, loss of test materials, failure to account for test materials, or any other deviation from required security procedures shall immediately report that information to the principal and the DTC.

Principal Checklist

The School Principal will be trained in test security and certify that all staff has received training/information in test security including appropriate use of accommodations in order to facilitate monitoring of them. Additionally prior to handling test materials or administering any portion of the NMSAP, all educators involved with these assessments will have been provided training and information to assist them in their professional responsibility as educators to maintain the security of the test and test materials.

The Principal will certify the following:

Completed	Task
	Assure all students are assessed.
	Assure all Test Administrators are certified.
	Ensure all TAs have completed the required training before administering the New Mexico Alternate Performance Assessment (NMAPA) or the ACCESS for English Learners (ELs).
	Ensure all Test Administrators receive the Test Administrator's Checklist.
	Provide a locked central storage for assessment materials with assigned keys only for the STC and the principal.
	Ensure test materials are never left unattended or locked overnight in a classroom.
	Ensure test materials are never removed from the school.
	Ensure the school testing schedule is followed exactly as assigned by the DTC/STC.
	Ensure all students receive an appropriate testing environment that will assure fair student results.
	Ensure a standardized test administration to all students.
	Ensure cell phones and/or all other electronic devices are not being used while testing is in session.
	Ensure all instructional materials displayed on classroom walls and student desks are removed prior to the assessment administration.
	Has reviewed all assigned accommodations and assure proper accommodations are provided for eligible students.
	Assure non-eligible students are not provided accommodations.
	Strictly monitor TAs during the assessment by conducting periodic walk-throughs.
	Prohibit reclassification of student(s) for the sole purpose of not having that student participate in the NMSAP.