

At-a-Glance Test Coordinator Checklist

4 Weeks Before the Test

- Complete all required TIDE training.
- Contact staff members to assist with test day.
- Set up a TIDE account for the SSD coordinator.
- Estimate how many testing rooms you'll need.
- Meet with school administration to minimize test day distractions, plan a pre- and post test meeting place for students, and plan students' lunch break.
- Check that rooms meet all requirements—especially wireless access strength (if applicable).

2 Weeks Before the Test

- Train staff.
- Complete all required administration training.
- Set up TA user accounts for proctors.
- Use TIDE to assign the appropriate settings for students with accommodations.
- Complete the technical readiness evaluation.

3-5 Days Before the Test

- Encourage proctors to practice giving the test.
- Print room rosters and test tickets.
- Organize all testing materials (e.g., seating charts, manuals) by room.
- Make sure students, faculty, and computers are ready for the test.
- Put up signs telling students when and where to check in for the test.
- Make sure enough restrooms will be available.

On Test Day

- Review duties with staff and hand out materials.
- Check in students.
- Oversee the test administration and perform all post test duties.