

# At-a-Glance Test Coordinator Checklist

## 4 Weeks Before the Test

- Complete all required TIDE training.
- Recruit 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).
- Confirm that student and staff devices meet system requirements.
- Plan a preadministration session.

## 2 Weeks Before the Test

- Train all staff supporting test day and review the Proctor Checklist.
- Complete all required administration training.
- Set up TA user accounts for proctors.
- Install the secure browser on student devices.
- Use TIDE to assign the appropriate settings for students with accommodations.
- Complete the technical readiness evaluation.
- Create a Master Student List and room rosters.
- Connect students to practice resources.
- Conduct a preadministration session.

## 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

- Confirm that student devices are configured and powered.
- Review duties with staff and hand out room packets.
- Check in students.
- Oversee the test administration and perform all post test duties.
- Report irregularities if needed.
- Return test day materials if needed.