



## MISSISSINEWA COMMUNITY SCHOOLS Corporation Test Coordinator (CTC)

### **Job Description:**

The ILEARN, I AM, IREAD-3, and ISTEP+ assessment programs rely on a system of specific roles and responsibilities in order to secure data from unauthorized persons. The following roles and responsibilities apply to corporation and school-level personnel for both the Indiana Department of Education (IDOE) and American Institutes for Research (AIR) systems:

### **Responsibilities:**

1. Distribute listserv messages and updates from the Office of Student Assessment (OSA) and testing vendors to relevant corporation and school staff each week
2. Ensure all applicable staff complete annual test security training by September 30 and a refresher training before spring assessment administration windows
3. Ensure documentation (e.g., attendance sign-in sheets, attendance logs, training agendas, and other training materials) of required staff trainings is on file locally
4. Ensure Test Administrators (TAs) and Proctors complete test administration and test accommodation training prior to the beginning of testing; maintain locally documentation of completed staff training
5. Ensure all applicable school and corporation staff review and sign the current school year's Indiana Testing Security and Integrity Agreement annually by September 30
6. Follow procedures outlined in the Code of Ethical Practices and Procedures, assessment manuals, and IDOE guidance documents
7. Assign permissioned user roles within AIR's Test Information Distribution Engine (TIDE) for other school personnel (e.g., School Test Coordinators (STCs), Corporation Information Technology Coordinators (CITCs), TAs
8. Download the applicable Test Administrator's Manuals (TAMs) from the Indiana Assessment Portal for school personnel to access in advance of the test window(s)
9. Follow security regulations for distribution, return, and/or destruction of all secure assessment materials for online and/or paper-and-pencil testing as directed, accounting for all secure assessment materials before, during, and after testing (i.e., control and document distribution and collection of secure assessment materials at the corporation level)
10. Ensure accommodations and designated supports are correctly reflected in TIDE
11. Monitor STCs at each school site during testing to ensure test administration and test security protocols are being followed
12. Document any test irregularities and immediately submit Testing Irregularity Reports to IDO
13. Document test security concerns and immediately submit Testing Concerns and Security Violations Reports to IDOE
14. Ensure STCs provide parents and guardians access to preliminary and final student scores as soon as possible
15. Oversee the rescore process with parents, guardians, and educators
16. Paper-and-Pencil Testing
17. Place orders for extra assessment materials for one or more schools during the Additional Materials Order (AMO) window as needed

18. Control the secure storage, inventory, distribution, administration, and collection of assessment materials for the corporation
19. Return all used and unused (including large print and/or braille) assessment books to the testing vendor as directed by required deadlines

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101,et. seq.)*