

# Defining Roles in Smarter Balanced Testing

Matt Gill  
Mike Rickert



2014 Testing Roadshow  
2/24 – 3/6



## State User's Responsibilities

- Upload, add, and edit student information in TIDE
- Add State and District level users into TIDE
- Review and resolve test security incidents as submitted by districts
- Communicate and provide support to districts

# District Testing Coordinator's Responsibilities

- Add District and School level users into TIDE
- Coordinate with schools to ensure tests are administered in the appropriate grade(s) and content area(s)
- Ensure that personnel in their districts are appropriately trained
- Report test security incidents to the state

# District Testing Coordinator's Responsibilities

- Notify STC's, teachers, parents, and students of the Field Test
- Have IT staff review the Tech Specs Manual, view technology requirements training module, and install the correct secure browsers on each device
- Compile information about needed student accommodations
- Review the relevant resources posted at <http://sbac.portal.airast.org/field-test/resources/>
- Determine testing schedules

# School Testing Coordinator

- The School Testing Coordinator (SC) can be a principal, vice principal, technology coordinator, counselor, or other staff member.
- If possible, an SC should be a person with limited or no instructional duties to better coordinate and monitor testing activity.
- SC will oversee Test Administrators (TA) in a school.

# School Testing Coordinator's Responsibilities

- Identify TAs and ensure that they are trained
- Coordinate with TAs to administer tests in the appropriate grade(s) and content area(s)
- Work with DC on testing schedules and technology issues
- Monitor testing progress during the testing window and ensure appropriate student participation
- Address testing problems, as needed
- Report all test security incidents

# Test Administrator

- Test Administrators for the Smarter Balanced (SB) Field Test should be individuals with an existing state certification in education (e.g., teachers, school psychologists, principals, etc.).
- Paraprofessionals may be proctors, but are not to be Test Administrators.

# Test Administrator's Responsibilities

- Complete Smarter Balanced test administration training and review all SB policy and administration documents
- View student information prior to testing to ensure each student is getting the correct tests and supports; report potential data errors to the SC and DC
- Administer the SB assessment
- Report all potential test security incidents to the SC and DC

# Test Administrator's Responsibilities

- Create and manage test sessions
- Help students log in
- Approve test settings before students can take test
- Monitor students while testing

# Technology Coordinator's Responsibilities

- View Technology Requirements for Online Testing module
- Download the correct secure browser on each device
- Review tech specs and system requirements
- Use diagnostic tools to check system readiness

# Video Modules

- We strongly recommend that all DC, SC, and TA view all modules at <http://sbac.portal.airast.org/field-test/resources/>
- Students should be shown:
  - Performance Task Overview
  - Let's Talk Universal Tools
  - Student Interface for Online Testing
  - What is a Field Test?

Task Group	Description	Test settings and Available Resources	User Roles			
			State/DA	DC	SC	TA
Student Information	Add, view, and edit student information, including test settings.  <i>Note: All users can VIEW student information.</i>  <i>The check mark (✓) indicates edit permission.</i>	Upload Student File	✓			
		Add/Edit/Delete Students	✓			
		Edit Accommodations	✓	✓	✓	
		Upload Accommodations	✓	✓	✓	
User Management	Ability to add/view/edit/delete		✓	✓	✓	
Appeals	Security incidents in the online administration system	Create	✓	✓	✓	
		View	✓	✓	✓	
		Approve	✓			

# Checklists

- Please review the Checklist for your role located at <http://sbac.portal.airast.org/field-test/resources/>
  - [Test Administration Manual](#) pages 66 – 83
  - [District Test Coordinator Checklist](#)
  - [School Test Coordinator Checklist](#)
  - [Test Administrator Checklist](#)