

ELPA21 District Test Coordinator Checklist

Activities PRIOR to Test Administration

- Review all materials available on the ELPA21 [Administration site](#) **Help tab**, including the:
 - Test Coordinator’s Manual
 - Test Administrator’s Manual
 - Accessibility and Accommodations Manual
 - Setup and Installation Guide
 - Directions for Administration Scripts (11 native language translations available)
 - Pre-ID templates and instructions
 - The Interactive Demo Access sheet, the Interactive Demos and Lesson Plans
 - Training Modules
 - Field Test Overview (5:00 min)
 - Student Testing Experience (7:00 min)
 - Note that the TAM, TCM and Training Modules are complementary. The Modules provide a step-by-step walkthrough of the information presented in the TAM and TCM.
- Communicate with Technology Coordinator(s) and School Test Coordinator(s) to ensure that they have access to the [Administration site](#) (i.e. that they have successfully logged in using their usernames and passwords) and are familiar with all of the supporting materials. Contact the Questar Help Desk with any questions.
 - By email at elpa21support@questarai.com
 - By phone at 800.574.5583 (Monday–Friday from 7 a.m. to 9 p.m. Eastern time during the testing window).
- Aid in the coordination of and/or facilitate ELPA21 administration training for district and school staff if necessary.
- Confirm that all participating schools have reviewed the Setup and Installation Guide (SIG) and have performed the Workstation Readiness Test to determine whether all technology requirements have been met. Verify that all computers are set up for testing.
- Ensure that Pre-ID files for each school/district have been uploaded by the school or district test coordinator.

ELPA21 District Test Coordinator Checklist (cont.)

- Confirm with schools that Personal Needs Profiles (PNPs) are completed for all students who require them.
- Mark sure that schools know where and how to get assistance for any issues that might come up. Direct them to resources such as:
 - The Troubleshooting Guide, found on pages 19-20 of the Setup and Installation Guide
 - The Troubleshooting Training Module (located on the **Help tab** of the ELPA21 [Administration site.](#))
 - The ELPA21 [Field Test FAQ](#)
 - Provide them with the contact information for the Questar help desk (see above)

Activities DURING Test Administration

- Respond to questions from School Test Coordinators and test administrators/teachers regarding the test administration. Be in close contact with the Questar Help Desk in the event that any issues needing additional support arise.
- Monitor progress of test administration by school. (You can check this by looking at the **Test Administrations tab** on the ELPA21 [Administration site.](#))
- Reach out to schools weekly to ensure they are supported and complete testing.
- Provide support for any policy level questions schools may have.

Activities AFTER Test Administration

- Confirm that all schools registered for the ELPA21 field test have completed testing. Contact any schools who have not completed testing to understand the reason(s) why.
- Verify that all schools followed post-test security procedures as described in the ELPA21 Test Administration Manual (i.e. collecting scratch paper and erasing content on Assistive Technology devices)
- Encourage test administrators and other personnel to complete the ELPA21 Field Test Survey. A link to this survey will be available on the **Help tab** on the ELPA21 [Administration site](#) starting on 2/20/15.

ELPA21 School Test Coordinator Checklist

Activities PRIOR to Test Administration

- Review all materials available on the ELPA21 [Administration site](#) **Help tab**, including the:
 - Test Coordinator’s Manual
 - Test Administrator’s Manual
 - Accessibility and Accommodations Manual
 - Setup and Installation Guide
 - Directions for Administration Scripts (11 native language translations available)
 - Pre-ID templates and instructions
 - The Interactive Demo Access sheet, the Interactive Demos and Lesson Plans
 - Training Modules
 - Field Test Overview (5:00 min)
 - Student Testing Experience (7:00 min)
 - Student Testing Session (7:30 min)
 - Testing Lab Management (6:00 min)
 - Accessibility and Accommodations Tools (7:00 min)
 - Workstation Preparation (8:00 min)
 - Troubleshooting (5:30 min)
 - Note that the TAM, TCM and Training Modules are complimentary. The Modules provide a step-by-step walkthrough of the information presented in the TAM and TCM.
- Communicate with the District Test Coordinator to confirm that you and/or the District/School Technology Coordinator(s) have reviewed the Setup and Installation Guide (SIG) and have performed the Workstation Readiness Test to determine whether all technology requirements have been met. Verify that all computers are set up for testing.
- Ensure that all test administrators/teachers have completed the necessary pre-test trainings. Communicate with the District Test Coordinator in the event that you need additional support.
- Establish and coordinate the testing schedule at your assigned school.

ELPA21 School Test Coordinator Checklist (cont.)

- Work with the Building Technology Coordinator and/or teachers to ensure that all labs/computers in your assigned school are technology ready (network, server, etc.) by conducting the Workstation Readiness Test.
 - Ensure that your school's hardware meets specs, including keyboards and headsets. (See the requirements on the **Help tab** on the ELPA21 [Administration site](#)).
 - Ensure that your school's Operating Systems are updated and do not exceed requirements. (See the requirements on the **Help tab** on the ELPA21 [Administration site](#)).
 - Downloaded the secure browser (via the **Home tab** on the ELPA21 [Administration site](#)) on all computers/devices that will be used for testing. Work with your Building Technology Coordinator if you need any assistance.
 - If your school will be using Chromebooks during the ELPA21 Field Test, please contact the Questar help desk **as soon as** possible in order to establish user accounts.
 - By email at elpa21support@questarai.com
 - By phone at 800.574.5583 (Monday–Friday from 7 a.m. to 9 p.m. Eastern time during the testing window).
- Work with test coordinators/teachers to ensure that all labs are set up for student testing prior to testing (physical layout, headsets, testing signs, etc.).
- Confirm that:
 - You have secured lab/computer time for all students who will be testing.
 - Computers are arranged in a way that will be conducive to testing.
 - Headsets are organized, functional and prepared for testing. See ELPA21's [Headset Specifications](#), [Headset Tips and Tricks](#) and [Additional Headset Information](#) for more details.
- In coordination with the technology staff and/or test administrators/teachers, address any issues found during the Workstation Readiness Test. Contact the Questar Help Desk for support, if needed.

ELPA21 School Test Coordinator Checklist (cont.)

- In coordination with the District Test Coordinator, confirm that your school's testing roster matches the student list on the ELPA21 [Administration site](#) at least one week before testing. In particular, check the following tabs on the Administration site:
 - The **Students tab** shows the list of all registered students.
 - The **Test Administrations tab** shows the list of students and their logins.
 - The **Classes tab** shows the list of students and the way they are grouped into Classes for test administration.
- Confirm that all students who have PNPs are correctly displaying on the **Students tab** on the ELPA21 [Administration site](#).
- Ensure that students are assigned to the correct online testing groups (Classes).
- Print and distribute all Student Login Tickets to the appropriate test administrators/teachers. Note: For security reasons, tickets cannot be printed more than 7 days before the test window opens.
- Include a sign that indicates that says "Testing – Secure Environment" for the test administrators/teachers to post on the door during testing. A printable sign is available on the **Help tab** on the ELPA21 [Administration site](#).
- Confirm that teachers have reviewed the Interactive Demo and Lesson Plan appropriate for their grade levels.
- Verify that teachers provide a guided overview of test directions and tool functionality to students via the interactive demos and lesson plans.
- Review ELPA21's recommendations on the next page for Student: Test Administrator ratios by grade. These ratios assume that all students have practiced using the Interactive Demos prior to engaging in the ELPA21 Field Test. Please note that for grades K-5, we strongly encourage schools to ensure that there are at least 2 test Administrators/teachers in any testing room during administration of the ELPA21 Field Test.

ELPA21 School Test Coordinator Checklist (cont.)

Recommended Student: Test Administrator Ratio*		
ELPA21 Field Test 2015		
Grade Band	Number of Students	Number of Test Administrators
Kindergarten - online	1 to 5	1
Kindergarten – paper/pencil	1 to 3	1
Grade 1 - online	1 to 5	1
Grade 1 – paper/pencil	1 to 3	1
Grade Band 2 - 3	8	1
Grade Band 4 - 5	10	1
Grade Band 6 - 8	15	1
Grade Band 9 - 12	20	1

Activities DURING Test Administration

- Coordinate testing during the assessment window.
- Monitor test administration. Be available to assist test administrators/teachers during testing and ensure that your school’s technology coordinator is available to assist in the event that any technical issues arise.
- Respond to questions from test administrators/teachers regarding the test administration

Activities AFTER Test Administration

- Review the progress of students via the **Test Administrations tab** on the ELPA21 [Administration site](#). Notify the ELPA21 District Test Coordinator when all school-level ELPA21 administration activities have been completed.
- Verify that all schools followed post-test security procedures as described in the ELPA21 Test Administration Manual (i.e. collecting scratch paper and erasing content on Assistive Technology devices)
- Encourage test administrators and other personnel to complete the ELPA21 Field Test Survey. A link to this survey will be available on the **Help tab** on the ELPA21 [Administration site](#) starting on 2.20.15.

ELPA21 Test Administrator/Teacher Checklist

Activities PRIOR to Test Administration

- Review all materials available on the ELPA21 [Administration site](#) **Help tab**, including the;
 - Test Administrator's Manual
 - Accessibility and Accommodations Manual
 - Setup and Installation Guide
 - Directions for Administration Scripts (11 native language translations available)
 - Pre-ID templates and instructions
 - The Interactive Demo Access sheet, the Interactive Demos and Lesson Plans
 - Training Modules
 - Field Test Overview (5:00 min)
 - Student Testing Experience (7:00 min)
 - Student Testing Session (7:30 min)
 - Testing Lab Management (6:00 min)
 - Accessibility and Accommodations Tools (7:00 min)
 - Workstation Preparation (8:00 min)
 - Troubleshooting (5:30 min)
 - Note that the TAM, TCM and Training Modules are complimentary. The Modules provide a step-by-step walkthrough of the information presented in the TAM and TCM.
- Confirm that all students have taken the Interactive Demo **prior to** the assessment. This is critical as it ensures that your students are familiar with the online testing platform, the tools available in the system, and the types of items (questions) they will encounter in the field test.
- Talk to your participating students about the tests so that they know what to expect and encourage them to do their best. Use the **lesson plans** available on the **help tab** of the ELPA21 [Administration site](#) to walk through the Interactive Demos with your students. These lesson plans provide step by step guidance for teachers.
- Verify that the QAI icon is on the desktop (Note that for Chromebooks, once Chromebook User Accounts have been set-up, the test must be launched using the Chrome browser)

ELPA21 Test Administrator/Teacher Checklist (cont.)

- Work with the School Test Coordinator to ensure that all labs/computers are set up for student testing prior to testing. Confirm that:
 - You are aware of your class' scheduled lab/computer time for the ELPA21 Field Test.
 - Computers are arranged in a way that will be conducive to testing.
 - Headsets are organized, functional and prepared for testing. See ELPA21's [Headset Specifications](#), [Headset Tips and Tricks](#) and [Additional Headset Information](#) for more details. Check headset and microphone volume to ensure that none of headsets are muted.
- Ensure that your students are assigned to the correct online testing group(s). To do this, go to the **Students tab** on the ELPA21 [Administration site](#) and confirm that each student's ELPA21 Field Test Class is correct.
- Verify that Personal Needs Profiles (PNPs) are completed and are correct for students who require them. To do this, go to the **Students tab** on the ELPA21 [Administration site](#).
- Ensure that students have sufficient time to practice using ELPA21's universal features, as well as those designated features and accommodations and accommodations that they will require during the test administration.
- If you have students who will be using Assistive Technology during testing, ensure that it is operational.
- Receive the printed Student Login Tickets with usernames and passwords from the ELPA21 School Test Coordinator. Reminder: Student Login Tickets are secure and must be stored in a secure location between testing sessions. A printed copy of the sign indicating the test is in progress should be included in this packet.
- Arrange to have access to a phone during testing (such that it will not be disruptive to the testing environment) to report any technical issues or other irregularities to the Questar Help Desk. Make sure that this does not violate any test security policies.

Activities DURING Test Administration

- Post the "Testing – Secure Environment" sign on the door to prevent interruptions.
- Distribute Student Login Tickets with usernames and passwords.
- Follow the specific text in the Test Administrator's Manual for administering the test. (Found on the **Help tab** on the ELPA21 [Administration site](#).)

ELPA21 Test Administrator/Teacher Checklist (cont.)

- Answer student questions according to the guidelines in the Accessibility and Accommodations Manual. (Found on the **Help tab** on the ELPA21 [Administration site.](#))
- Ensure that students do not leave active test screens unattended at any time. In the event that a student needs to pause the test (supervised pausing is allowed for up to 20 minutes), the student should select the “pause” button on their screen. The screen will be greyed out during pausing. Note: After 20 minutes of inactivity, a proctor password will be required to log back into the test. Information on how to access the proctor password is located in the Test Administration Manual.

Activities AFTER Test Administration

- Verify that all students have submitted their tests once complete.
- Securely destroy all testing tickets and scratch paper when ELPA21 Field Test testing is complete.
- Notify the ELPA21 School Test Coordinator when all testing is completed.
- Complete the ELPA21 Field Test Survey. A link to this survey will be available on the **Help tab** on the ELPA21 [Administration site](#) starting on 2.20.15.

District Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Review the following materials available on the ELPA21 [Administration site](#) **Help tab**, including the:
 - ELPA21 Field Test Setup and Installation Guide
 - Training Modules
 - Field Test Overview (5:00 min)
 - Student Testing Experience (7:00 min)
 - Testing Lab Management (6:00 min)
 - Workstation Preparation (8:00 min)
 - Troubleshooting (5:30 min)
- Confirm with all Building Technology Coordinators that their hardware meets all of [ELPA21's Hardware Specifications](#), including keyboards and headsets.
- Confirm with all Building Technology Coordinators that their Operating Systems are updated and do not exceed requirements.
- Confirm that all School Test Coordinators have successfully downloaded the secure browser (via the **Home tab** on the ELPA21 [Administration site](#)) on all computers/devices that will be used for testing.
- If any schools will be using Chromebooks during the ELPA21 Field Test, confirm that the School Test Coordinator(s) have contacted the Questar help desk in order to establish user accounts.
 - By email at elpa21support@questarai.com
 - By phone at 800.574.5583 (Monday–Friday from 7 a.m. to 9 p.m. Eastern time during the testing window).
- Work with the School Test Coordinator to aid in the coordination of online administration training for district staff, if necessary.
- Communicate with ELPA21 District/Building Coordinator(s) regarding technology, planning, and scheduling.
- Troubleshoot technology problems at the district level (depending on network configuration).
- Confirm with all Building Technology Coordinators that labs/computers used for assessment in participating schools are equipped with compatible headsets. See ELPA21's [Headset Specifications](#), [Headset Tips and Tricks](#) and [Additional Headset Information](#) for more details.

District Technology Coordinator Checklist (cont.)

Activities DURING Test Administration

- Be available to address any local device, setup or connectivity issues, especially on the first few days of the assessment.

Building Technology Coordinator Checklist

Activities PRIOR to Test Administration

- Communicate with ELPA21 District Test Coordinator and school administration staff regarding technology, planning, and scheduling.
- Review the following materials available on the ELPA21 [Administration site](#) **Help tab**, including the;
 - ELPA21 Field Test Setup and Installation Guide
 - Training Modules
 - Field Test Overview (5:00 min)
 - Student Testing Experience (7:00 min)
 - Testing Lab Management (6:00 min)
 - Workstation Preparation (8:00 min)
 - Troubleshooting (5:30 min)
- Confirm that all hardware on computers/devices that will be used during testing meet all of [ELPA21's Hardware Specifications](#), including keyboards and headsets.
- Confirm that all Operating Systems are updated and do not exceed requirements.
- Confirm that all School Test Coordinators have successfully downloaded the secure browser (via the **Home tab** on the ELPA21 [Administration site](#)) on all computers/devices that will be used for testing.
- If any schools will be using Chromebooks during the ELPA21 Field Test, confirm that the School Test Coordinator(s) has contacted the Questar help desk in order to establish user accounts.
 - By email at elpa21support@questarai.com
 - By phone at 800.574.5583 (Monday–Friday from 7 a.m. to 9 p.m. Eastern time during the testing window).
- Work with the School Test Coordinator to aid in the coordination of online administration training for district staff, if necessary.
- Communicate with ELPA21 District/School Test Coordinator(s) regarding technology, planning, and scheduling.
- Confirm that all testing devices are technology-ready (network, server, etc.) by running Workstation Readiness programs on every workstation prior to testing.

Building Technology Coordinator Checklist (cont.)

- Ensure all labs/computers used for assessment in participating schools are equipped with compatible headsets. See ELPA21's [Headset Specifications](#), [Headset Tips and Tricks](#) and [Additional Headset Information](#) for more details. Check headset and microphone volume to ensure that none of headsets are muted.
- Troubleshoot technological problems in advance of, or during the online testing sessions

Activities DURING Test Administration

- Be readily available to address any local device, setup or connectivity issues . This is especially critical during the first few test sessions.
- Ask your school's Testing Coordinator to provide you with the testing schedule so that you can be on hand for any issues that may arise with little notice.

ELPA21 Roles and Permissions

The ELPA21 user roles within the administration site will have different permissions or authorities depending on what role has been assigned to them. The roles are assigned by user login so that once a user signs into the system, the role and permissions are assigned automatically. Following is a list of those roles and a definition of the permissions that each role has.

State Level User (SLU)

The SLU will have permission to

- View the Home page, including the DTC Important Information Box.
- View the Status page in order to see the testing status or the progress of all districts and all schools in a test.
- View everything on the Help page.

District Test Coordinator (DTC)

The DTC will have permission to

- View the Home page, including the DTC Important Information Box.
- View the Site Setup page, including the ability to run the Network Bandwidth Test.
- To view the Accounts page. This includes:
 - Editing district profiles (but not his/her own).
 - Editing school profiles.
 - Reset user passwords.
 - Send e-mail notifications.
 - Set active/inactive status.
- View the Status page in order to see the testing status or the progress of their district.
- View everything on the Help page.

After the pre-ID has been uploaded, the DTC will have permission to

- View the Teachers page and add/edit Teacher profiles.
- view the Classes page including
 - Viewing the classes list, add/edit Classes.
 - Moving students from one Class to another (in the same school, or another school within that district).
- view the Students page including
 - Viewing the student list.
 - Add/edit Students (including their PNP, if one is required).
 - Changing a Student's school or district.
 - Assign or unassign a student to/from a class (in the same school, or another school within that district).
- View the Test Administration page including

- Viewing the test sessions detail/student testing status.
- View/print student logins.
- View/change session access codes.
- View school summary of testing status for classes.

District Level User (DLU)

The DLU will have permission to

- View the Home page, including the DTC Important Information Box.
- To view the Accounts page. This includes:
 - Editing district profiles (but not his/her own).
 - Editing school profiles.
 - Reset user passwords.
 - Send e-mail notifications.
- View everything on the Help page.

After the pre-ID has been uploaded, the DTC will have permission to

- View the Teachers page and add/edit Teacher profiles.
- view the Classes page including
 - Viewing the classes list, add/edit Classes.
 - Moving students from one Class to another (in the same school only).
- view the Students page including
 - Viewing the student list.
 - Add/edit Students (including their PNP, if one is required).
- View the Test Administration page including
 - Viewing the test sessions detail/student testing status.
 - View/print student logins.
 - View/change session access codes.
 - View school summary of testing status for classes.

District IT Coordinator (DITC)

The DITC will have permission to

- View the Home page.
- View the Site Setup page, including the ability to run the Network Bandwidth Test.
- View everything on the Help page.

School Test Coordinator (STC)

The STC will have permission to

- View the Home page, including the STC Important Information Box.
- View the Site Setup page, including the ability to run the Network Bandwidth Test.
- To view the Accounts page. This includes:

- Editing school profiles.
- Reset user passwords.
- Send e-mail notifications.
- Set active/inactive status.
- View everything on the Help page.

After the pre-ID has been uploaded, the STC will have permission to

- View the Teachers page and add/edit Teacher profiles.
- view the Classes page including
 - Viewing the classes list, add/edit Classes.
 - Moving students from one Class to another (in the same school only).
- view the Students page including
 - Viewing the student list.
 - Add/edit Students (including their PNP, if one is required).
 - Assign or unassign a student to/from a class (in the same school only).
- View the Test Administration page including
 - Viewing the test sessions detail/student testing status.
 - View/print student logins.
 - View/change session access codes.
 - View school summary of testing status for classes.

School/Building Level User (BLU)

The BLU will have permission to

- View the Home page, including the STC Important Information Box.
- To view the Accounts page. This includes:
 - Editing school profiles.
 - Reset user passwords.
 - Send e-mail notifications.
 - Set active/inactive status.
- View everything on the Help page.

After the pre-ID has been uploaded, the BLU will have permission to

- View the Teachers page and add/edit Teacher profiles.
- view the Classes page including
 - Viewing the classes list, add/edit Classes.
 - Moving students from one Class to another (in the same school only).
- view the Students page including
 - Viewing the student list.
 - Add/edit Students (including their PNP, if one is required).
- View the Test Administration page including
 - Viewing the test sessions detail/student testing status.
 - View/print student logins.

- View school summary of testing status for classes.

School IT Coordinator (SITC)

The DITC will have permission to

- View the Home page.
- View the Site Setup page, including the ability to run the Network Bandwidth Test.
- View everything on the Help page.

Teacher

The Teacher will have permission to

- View the Home page, including the Teacher Important Information Box.
- View everything on the Help page.

After the pre-ID has been uploaded, the Teacher will have permission to

- view the Classes page including
 - Viewing the classes list, add/edit Classes.
 - Moving students from one Class to another (in the same school only).
- View the Students page including viewing the student list.
- View the Test Administration page including
 - Viewing the test sessions detail/student testing status.
 - View/print student logins.
 - View school summary of testing status for classes.