



Beginning of the Year District Test Coordinator Checklist

Idaho's Comprehensive Assessment Program

INTRODUCTION

Idaho's Comprehensive Assessment Program plays a crucial role in evaluating student progress, school performance, and overall district accountability. At the beginning of each academic year, it is essential that district test coordinators (DTC) plan, coordinate, and deliver test-specific trainings and procedures to ensure state assessments are conducted with integrity. This checklist aims to outline the necessary actions DTCs must take to ensure that assessment content is safeguarded and that student results are valid and secure.

Day 1 Must Do

- Subscribe to the Assessment & Accountability [Newsletter](#) and [Webinar](#)
- (ISAT) [Subscribe](#) to ISAT and IDAA portal updates.
- Contact your district or school's ISEE Coordinator to double-check that the currently assigned role(s) in the ISEE Program Contact file are correct.

Code	Role
CEEC	College Entrance Exam (CEE) Coordinator
DTC	District Testing Coordinator (DTC)
IELA	English Language Proficiency Assessment (ELPA) Coordinator
IRIC	Idaho Reading Indicator (IRI) Coordinator
ISAT	Idaho Standards Achievement Test (ISAT) Coordinator This role applies to IDAA.
NAEP	National Assessment of Educational Progress (NAEP) Coordinator

Do not include any student personally identifiable information (PII), such as name, date of birth, EDUID, etc., in email communications. This is a Family Educational Rights and Privacy Act (FERPA) violation.

Website Exploration

- Explore the [Assessment and Accountability webpage](#) to orient yourself.
- Explore the [Portals and Platforms webpage](#) to review assessment platforms. Contact the following to gain access to assessment platforms.

Assessment	Platform	Contact
ISAT/IDAA	Idaho Portal/TIDE	District or School identified "District Administrator"
IRI	Amira Learning	District or School identified IRI coordinator
ELPA	WIDA Secure Portal/WIDA AIMS	State ELPA Coordinator
PSAT/NMSQT & SAT	College Board Professional Dashboard (SSOR, SSD Online, etc.)	Varies by platform

- Explore the [Portals and Platforms webpage](#) to review ISEE applications. Contact your district or school's technology director or ISEE Coordinator to gain access to applications.

Technology Infrastructure

- Identify a technology person in your district or school who can assist you with technology infrastructure.
- Establish guidelines to address any technical issues that may arise during test administration.
- Identify who is responsible for rostering students in the assessment platforms.
- Ensure students are rostered into the corresponding platform.
- Confirm technology requirements and ensure devices/tools are operational (student testing devices, district/school configuration, headsets, etc.).

Assessment	Technology Requirements
ISAT/IDAA	Technology Guide Assistive Technology Manual
IRI	IRI Test Administration Manual (TAM)
ELPA	WIDA AMS Technology Resource List

Assessment	Technology Requirements
	DRC Insight Technology User Guide
PSAT/NMSQT & SAT	Bluebook Technology for Professionals Technical Troubleshooting Guide

- Confirm/Update assessment management systems with current employee information and assign/remove appropriate permission sets.

Assessment	Technology Resources
ISAT/IDAA	ISAT/IDAA Test Information Delivery Engine (TIDE) TIDE User Guide Technology Requirements for ISAT
IRI	IRI Amira Learning
ELPA	WIDA Assessment Management System WIDA Secure Portal English Learner Management System
PSAT/NMSQT & SAT	Role Setup Using the Managing Access Tool Managing Access Tool
NAEP	NAEP AMS (Available in September of testing years)

Logistics

- Review [Testing Population Requirements](#) for participation requirements and available exemptions.
- Identify local testing window/dates and locations based on the current year's [Assessment Window](#) in coordination with district and school administrators.
- Develop and communicate a clear district or school testing schedule for all stakeholders (parents, students, teachers, and administrators). Be mindful of allowing for student breaks and spreading test sessions across multiple days to avoid testing fatigue.
- Post testing days to district or school website per [ESEA Statute \(Section 1112\)\(e\)\(1\)\(B\)\(ii\)](#).
- Designate a secure storage area in each school for test materials.
- Review the [Data Acquisition Calendar](#).

- Identify School Testing Coordinators (STC) responsible for testing at each building.
- Review the current year's [Idaho Comprehensive Assessment Program Assessment Cycle](#) with School Testing Coordinators (STC). Agree with STCs on dates and tasks.
- Identify, hire (if applicable), and schedule proctors.

Test Security

- Read and adhere to the [Assessment Integrity Guide](#).
- Review the [Assessment Observation Checklist](#).
- Develop and implement a strict electronic device use policy for testing. Consider outlining policy requirements for both students and staff.
- Develop and implement after-testing activities guidelines. Consider outlining recommended activities for students who finish testing earlier than most of their peers. The activities should be academic and not distracting to other test-takers.
- Develop and communicate a clear chain of command in case of test incidents from an observer to the Superintendent/Charter Administrator.

Accommodations and Students with Disabilities

To ensure compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973:

- Identify Special Education and relevant staff in your district or school who can assist you with accessibility features and accommodations.
- Review [Accessibility Features for Idaho Assessments](#) and related tasks with Special Education and relevant staff.
- Review [Special Educations Guidance Document](#) and submit *Special Accommodations Requests*, as applicable.
- (ISAT) Review the [Text-to-Speech and Read Aloud Guidance for ISAT](#).
- (IRI) Access the IRI Paper/Pencil assessment on the password protected padlet provided to you by the Idah Department of Education IRI coordinator
- Confirm test settings for students requiring accessibility features and accommodations.

NOTE: Accessibility features include universal tools, designated supports, and accommodations. Accommodations must be documented in a student's IEP or 504 Plan and provided on identified assessments to comply with the IDEA and the Rehabilitation Act of 1973. However, universal tools and designated supports are available to all students or students with an identified need,

respectively. Some accommodations outlined in a student’s IEP or 504 Plan can be universal tools or designated supports. DTCs must collaborate with Special Education and relevant staff to ensure all assigned accessibility features are provided to students when taking statewide assessments.

Ordering (if applicable)

- Order PSAT/NMSQT
- Order IRI Braille and large print materials
- Order WIDA ACCESS test materials and labels
- Order ISAT paper test materials as outlined in the [Paper Test Materials Guide](#)
- Order IDAA fixed forms materials as outlined in the [Paper Test Materials Guide](#)

Test Security Training

- (Optional) Take the self-paced [Assessment Security](#) course on Canvas.
- Provide security training to all staff (**yearly training is required**).
- Collect signed copies of [Assessment Confidentiality Agreement](#) from everyone who may be involved with testing (required to be retained for two years).
- Emphasize the importance of data privacy and confidentiality to all staff members handling assessment materials and results.
- (ELPA Specific) Collect [WIDA Non-Disclosure and User Agreement](#).

NOTE: *Assessment Confidentiality Agreements and WIDA Non-Disclosure and User Agreements must be retained for two years.*

Training

- (Optional) Take the [ELPA Coordinator Training Course](#).
- Notify appropriate staff of [upcoming training](#).
- Ensure all test administrators complete the necessary training. Collect and retain TA certifications or training completion records.

Assessment	Required Training
ISAT/IDAA	ISAT/IDAA Test Administrator (TA) Certification Courses <ul style="list-style-type: none">• General TA Certification Course: required for all

Assessment	Required Training
	<ul style="list-style-type: none"> IDAA TA Certification Course: required only for those involved in administering the IDAA
IRI	ISIP Assess Course (recommended)
ELPA	ELPA WIDA Assessment Training WIDA Screener & WIDA ACCESS Training Tool Kits
PSAT/NMSQT & SAT	College Board Required Training
NAEP	Provided by NAEP Field Staff

- Distribute/Review the appropriate Test Administration Manual (TAM) provided by the Idaho Department of Education and ensure that all staff members thoroughly review and understand the content. If needed, provide training to staff members on how to administer assessments to students, including students requiring accessibility features.

Assessment	TAM
ISAT/IDAA	ISAT TAM IDAA TAM (both updated each December)
IRI	IRI TAM
ELPA	WIDA Screener for Kindergarten Test Administrator Manual WIDA Screener Online Test Administration Manual WIDA ACCESS Test Administrator Manual
PSAT/NMSQT & SAT	Test Coordinator Manual Proctor Manual
NAEP	NAEP AMS (Available in September of testing years)

Test Preparation

- Support STCs and proctors with test preparation.
- Support teachers with test preparation.

Assessment	Practice Opportunities
ISAT/IDAA	ISAT/IDAA Practice Tests ISAT Practice Test Quick Guide IDAA Practice Test Quick Guide ISAT Interims
IRI	Amira Learning Modeling
PSAT/NMSQT & SAT	SAT Practice via Khan Academy

Report any test incidents and actions taken to resolve them to the Idaho Department of Education within 24 hours.

Assessment	Test Incident Applications
ISAT/IDAA	TIDE Test Incident Log (located under Forms) ISAT Test Incident Quick Guide (applicable to ISAT and IDAA)
IRI	Idaho Test Incident Log Application
ELPA	Idaho Test Incident Log Application
PSAT/NMSQT & SAT	Technical Troubleshooting Guide (Reporting Irregularities)

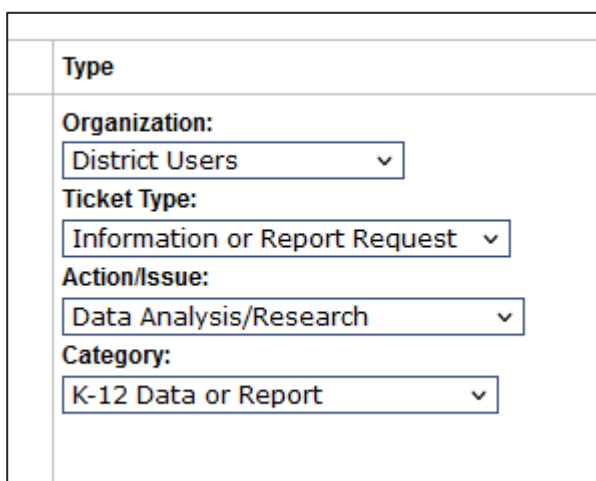
- Ensure only authorized personnel with a signed [Assessment Confidentiality Agreement](#) can access the secure storage area.
- Inventory and track all test tickets, test booklets, answer sheets, scratch paper, and other assessment materials by maintaining a chain of custody and materials tracking protocol.
- Use the [Assessment Observation Checklist](#) to observe testing sessions to ensure TAs engage in active test proctoring.

Reports

- Ensure all assessment results and related communication are sent to families within three weeks of receipt from the state ([IDAPA 08.02.03.111.05 b](#)).
- Prepare reports for various audiences. Visuals may be available in [Portals and Platforms](#) or [Idaho Report Card](#). Redacted files and other resources are available on the [Accountability webpage](#).

Data

- Ensure assessment results are transferred and stored in the district or school’s student information system.
- Maintain clean and accurate data by participating in any applicable appeals windows.
- Submit an [OTIS ticket](#) to obtain data not available on the [Portals and Platforms webpage](#) or the [Idaho Report Card](#) (e.g., unredacted student data, continuously enrolled data, etc.). Use the ticket type “Information or Report Request,” Action/Issue “Data Analysis/Research,” and Category “K-12 Data or Report,” as illustrated in the screenshot below.



Type
Organization: District Users ▼
Ticket Type: Information or Report Request ▼
Action/Issue: Data Analysis/Research ▼
Category: K-12 Data or Report ▼

Student Participation Requirements

All students enrolled in an Idaho public schools, kindergarten through grade twelve (K-12) and including students with disabilities, are required to participate in Idaho’s Comprehensive Assessment Program, approved by the State Board of Education (IDAPA 08.02.03.111) and outlined in [Testing Population Requirements](#). Districts and charter schools are responsible for communicating the statewide assessment participation requirements to parents and guardians. Idaho does not have a student/parent opt-out policy.

Assessment and Accountability Contacts

Name	Role	Phone Number
Ayaka Nukui	Director	(208) 332-6926
Amber Van Vooren	Coordinator, Interim and Formative Assessment	(208) 332-6979

Name	Role	Phone Number
Kristiana Pierce	Coordinator, ISAT	(208) 332-6903
Austin Ambrose	Coordinator, ISAT Strategy/Engagement	(208) 332-6948
Stacie Rekow	Coordinator, Alternate Assessment	(208) 332-6824
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Open	Coordinator, NAEP	
Open	Coordinator, College & Career Readiness	
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