Test Administrator Checklist

This checklist will help you keep track of the activities and steps involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the *TELPAS Test Administrator Manual*. This page may be duplicated as needed.

Prepare for Administration

❏ Attend Training Sessions on Administration Procedures

❏ Prepare Students for Online Testing

❏ Become Familiar with the Administration Directions

❏ Create and Manage Test Sessions If So Directed

❏ Gather Materials For Testing

Conduct Administration

❏ Ensure Proper Testing Procedures

❏ Start and Monitor Test Sessions If So Directed

❏ Enter Score Code and Accommodations, or Designated Supports, Online for Grades 2–12 Online Tests If So Directed

Complete Administration Process

❏ Prepare Materials for Return