Planning for CAMPUS COORDINATOR TRAINING

Training

❏ Review Resources
❏ Attend Training
❏ Review and Sign Oath
❏ Designate Technology Staff
❏ Schedule and Conduct Technology Staff Training Sessions
❏ Direct Technology Staff to Review Materials for Online Activities
❏ Designate Test Administrators
❏ Schedule Test Administrator and Principal Training Sessions
❏ Access or Distribute This Manual
❏ Direct Test Administrators to Review Online Resources
❏ Conduct Test Administrator and Principal Training Sessions

Prepare for Testing

❏ Understand Responsibilities of Testing Coordinators, Technology Staff, and Test Administrators for Online Administrations
❏ Become Familiar with the Assessment Management System Practice Center
❏ Create Role-Specific Accounts
❏ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place
❏ Coordinate and Conduct a Test of Online Testing Environment
❏ Ensure That Examinee Information Has Been Verified
❏ Establish a Schedule for Administrations
❏ Arrange for Testing Rooms
❏ Ensure That Test Sessions Are Created
❏ Ensure That Student Authorizations Are Generated and Printed Before Test Sessions
❏ Ensure That Proctor Authorizations for Oral Administrations Are Printed Before Test Sessions
❏ Ensure That Seal Codes Are Printed Before Test Sessions (ELA only)

Monitor TAKS Administrations

❏ Ensure Proper Testing Environment
❏ Ensure Proper Testing Procedures
❏ Start Online Test Sessions

Complete Administration Process

❑ Verify Testing Status
❑ Assign Accommodation Information
❑ Assign Score Code Information
❑ Stop the Session
❑ Collect Test Materials
❑ Return Nonscorable Materials
❑ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator