

Planning Sheet for STAAR Campus Coordinator Training

This checklist was created for your convenience and is intended to help you plan your campus coordinator training sessions. Use of this document is optional. The information in the checklist can also be found in the “Training” section of the *Coordinator Manual*.

Roles and Responsibilities

- ☐ Campus coordinator responsibilities
- ☐ Principal responsibilities
- ☐ Test administrator responsibilities
- ☐ Technology staff responsibilities
- ☐ Support staff responsibilities (for example, hall monitors and office staff)

Test Security

- ☐ Test confidentiality requirements
- ☐ Test security policies, procedures, and oaths
- ☐ Active monitoring
- ☐ Seating charts and STAAR Materials Control Form
- ☐ Student honor statements
- ☐ Consequences for adult and student cheating
- ☐ Written composition and short answer response duplication policies
- ☐ Optional Web-based test administrator training modules

Scheduling Test Administrations

- ☐ Testing dates
- ☐ Time limits
- ☐ Breaks
- ☐ Setting up testing groups across programs, grades, and subjects
- ☐ Make-up testing

Preparing for Test Administrations

- ☐ Identifying eligible students
- ☐ Identifying out-of-school/out-of-district students
- ☐ Testing students who are taking a combination of tests (i.e., STAAR and STAAR A)
- ☐ Receiving, distributing, and storing test materials

NOTES

- ☐ Ensuring that testing personnel have students' most up-to-date testing requirements
- ☐ Preparing for online administrations

Testing with Accommodations

- ☐ Understanding allowable test administration procedures and materials
- ☐ Understanding accommodation policies for students with disabilities
- ☐ Understanding linguistic accommodation policies for ELLs
- ☐ Ensuring that testing personnel have a current list of each student's allowed or approved testing accommodations
- ☐ Collecting and preparing test accommodations for eligible students
- ☐ Preparing testing locations for students who need certain accommodations

Monitoring Test Administrations

- ☐ Availability of testing coordinators and principals

Verifying Precoded Labels and Answer Documents

- ☐ Process for verifying elements
- ☐ Hand-gridding student information

Ensuring Distribution of Appropriate Answer Documents

Completing Answer Document Fields

- ☐ Score codes
- ☐ Accommodation information
- ☐ EOC/ABOVE GRADE field
- ☐ substitute assessment
- ☐ student demographic information

Completing Class, Campus and Group, and Voided Answer Document Identification (ID) Sheets

Returning Materials to District Coordinator