

Roles

Who does what for what test?

Fall Assessment Workshops

October 19 -23, 2015

Planning for Assessment Administration

- Who needs to have district level access to test systems?
- Technology coordinators and technology support
- Building level planning
- Scheduling
- Teacher roles
- Administrator roles

User Roles for Each Assessment

- Each assessment/resource is administered through a different platform based on the vendor's requirements.
- Each program has a different set of user terms and access levels.
- Goal is to help make sense of the different roles for the different assessments.
- SD DOE staff are always available for support.



Specifics for each assessment

- WIDA/ACCESS 2.0
- DSTEP Science
- DSTEP Science Alt
- NCSC
- SDAP
- Digital Library
- Smarter Balanced

WIDA/ ACCESS

Testing Coordinator

- Set up user accounts for training & testing as well as complete all training and verify that other educators have completed required training to perform their respective roles
- **Other Responsibilities:**
 - Create training accounts
 - Ensure all training is completed by Testing Administrators & Technology Coordinators
 - Order additional materials
 - Select Accommodations
 - Set up test sessions
 - View reports

Testing Administrator

- Complete all relevant training based on what assessment they will be administering
- Read Testing Manuals
- Use the WIDA AMS system to view and print test tickets and test session rosters

Technology Coordinator

- Prepare technical systems for online testing
- All training is done on the WIDA AMS
- Will need an account for WIDA AMS
- Will use the WIDA AMS system to:
 - view technology preparation materials such as user guides
 - technology web-based modules
 - Download testing software from the system

DSTEP SCIENCE & SCIENCE ALT

DSTEP Science

Questar User Account Types

- District Test Coordinator (DTC)
- District IT Coordinator (DITC)
- District Level User (DLU)
- School Test Coordinator (STC)
- School IT Coordinator (SITC)
- Building Level User (BLU)
- Test Administrator (TA)

DSTEP Science Test Coordinators

District Test Coordinator

- Creates STC, and others
- Resets Passwords
- Creates and edits classes
- Edits students and other users in the district
- Moves students within district
- Views reports for all students in district
- Can create district-level users

School Test Coordinator

- Creates Test Administrators
- Resets Passwords
- Creates and edits classes
- Edits students and other users in the school
- Moves students within school
- Views reports for all students in school
- Can create building-level users
- Prints Student Login info
- Completes Testing

DSTEP Science Other Accounts

- IT Coordinators (District/School)
 - Installs secure browser for testing
 - Ensures everything is functioning properly
- Level Users (District/Building)
 - Can access info/data stored in Questar system
 - All data for district level
- Test Administrator
 - Actually proctor the test
 - Can edit students in their classes
 - Can view data for students in their classes
 - Can move students within the same school

DSTEP-A Roles

- Rater 1 – students teacher – rates all items and provides student work samples
- Rater 2 – any person that is familiar with the student, minus their parents – rates all items
- Resolution – if Rater 1 and 2 disagree on the rating of an item, they must come to consensus

NCSC

NCSC Roles - Test Coordinator

- Generally SPED Director, assessment coordinator, or both
- 1st point of contact for TA's – Communicate all info to TA's
- Work with IT
- Monitor to ensure appropriate implementation and appropriate student are participating
- Maintain test security by ensuring all test materials are secure when not testing
- Report any inappropriate practices or irregularities
- Shred ALL materials when completed

NCSC – Test Administrator

- Certified and licensed teacher – works with student directly
- Ensure student is taking appropriate grade level test
- Implement the DTA as written
- Maintain test security
- Give all information to TC to for secure shredding

Access to the NCSC system

- Only TA's and TC's should have access to the NCSC system
- Para Professionals should not be involved in the assessment
- Test Coordinators should complete any modules that are recommended, should be the first point of contact for TA's.

Technology Support

- NCSC does not have a secured browser, so tech support is not huge concern
- IE is generally an issue, try to work more frequently with FireFox or Google Chrome
- Cannot have an account logged into multiple computers at the same time.
- Suggestion – don't print DTA's – instead save PDF to a laptop or other device and use while assessing the student.

SDAP – SOUTH DAKOTA ASSESSMENT PORTAL

SDAP

Types of User Accounts

- **District Coordinator**
 - Access to all components and support, except scoring.
 - Can create and edit users and groups, district-level and below
 - Create classes, view and schedule tests, view reports w/in district
- **IT Coordinator**
 - Access to Administration module and support
 - Downloads and installs iTester 3 for students
- **District User**
 - Access to all components and support, except scoring
 - Can create and edit users and groups for all school users
 - Create classes, view and schedule tests, view reports w/in district

SDAP

- **School Coordinator**
 - Access to all components and support, except scoring
 - Can create and edit users and groups at school-level and below
 - Can create classes, view and schedule tests, view reports w/in school
- **School User**
 - Access to all components and support, except scoring
 - Can create and edit teachers and teacher groups
 - Can create classes, view and schedule tests, view reports w/in school
- **Teacher**
 - Access to all components and support, including scoring
 - Can create classes, view and schedule tests, view reports w/in classes
 - Can score human-scorable items for their own students

DIGITAL LIBRARY

Digital Library

Three roles a user of Digital Library could have:

- **DL_EndUser** – all users will have this roll
- **District Coordinator** – usually one per School District (Curriculum Director, Assessment Coordinator, Superintendent)
- **School Coordinator** – One per school in district (Principal, Counselor)

All have same access and permissions in Digital Library. Role difference is for SD DOE Office of Assessment to manage accounts.

SMARTER BALANCED

Smarter Balanced User Roles

- On the Smarter Balanced Test Portal, <http://sd.portal.airast.org/district-administrators/> under **Key Documents** refer to the User Role and Access Document for more specific details about what each role can access.

Smarter Balanced Roles

- District Administrator and District Coordinator roles have access to all components of the system.
- Administrators, Special Ed Directors, Tech Coordinators and others needing access to district level data should have a DA or DC role.

This role allows one to administer assessments as well as access data.

Smarter Balanced Roles

- School coordinator role gives one access to all students in the school.
- Principals and other staff working across all grades would be logical to have this role.
- They can assist in administering tests as well as manage rosters and create users for the school.

Teacher Roles

- TE role is for teachers, especially if you want them to have access to their students' data.
- TA role is for someone who will be administering tests but not connected to a specific group of students.

General Reminder for all assessments

- Anyone administering an assessment must be certified – administrators, teachers , and counselors.
- Paras, student teachers, and other staff can proctor but not be given access to the assessment systems.

