

WESTEST 2 ~ 2010

Examiner's Administration Checklist

Prior to the Testing Day

- ___ Receive training on the Testing Code of Ethics, Policy 2340, and test administration
- ___ Read carefully and sign the *Examiner's/Scribe's Secure Materials and Test Procedures Agreement*
- ___ Read the Examiner's Manual. Ask Building Level Coordinator (BLC) for clarification on any part that is unclear
- ___ Familiarize students with: the types of questions on the test; procedures for marking answers; underlining/circling key words; science reference sheets, *Periodic Table of Elements*, or math formula sheets as needed (see Manipulatives Chart); and completing graphic organizers/solving problems in the books
- ___ Remind students to bring a quiet activity (unrelated to the day's content test) to work on should they finish before other students-- Have materials available for those who forget to bring something
- ___ Assure that calculators are approved and cleared to factory default before the math and science tests
- ___ Remove content specific material that is displayed in the room
- ___ Prepare for accommodations, if you will be administering the test to students who require them

Day of Testing-Before the Administration

- ___ Clear desks of books/other materials -- Arrange seats in a way to deter student interaction
- ___ Check out testing materials from BLC; count test books/answer documents to assure the number matches the School Security Checklist before initialing
- ___ Check test books (Grade 3) or answer documents (Grades 4-11) to ensure a pre-coded student label; if label is missing, check to see if the bio-grid has been completed; if both are missing, contact the BLC
- ___ Transfer student names from the labels/bio-grids to the Examiner's Security Checklist
- ___ Place the "Do Not Disturb" sign on your door

Day of Testing-Test Administration

- ___ Check out test books (Grades 3-11) and answer documents (Grades 4-11) to students by marking the Examiner's Security Checklist
- ___ Document student absences on the Examiner's Security Checklist

- ___ Place testing materials belonging to students who are absent in a pre-determined area for pickup by the BLC or other assigned employee
- ___ Follow directions in the Examiner’s Manual-- Read directions **verbatim**
- ___ **Instruct students to fill in the bubble beside “Operational” on the test book (Grade 3) or answer document (Grades 4-11) cover (If you are administering a Breach test, assure the correct bubble is marked)**
- ___ Allow time for every student to complete the test-- If a student needing additional time stops for more than ten minutes, it is recommended that you end the test
- ___ Circulate around the room to monitor students
- ___ Record any disruption involving two or more students on the *Testing Irregularity Form*
- ___ Secure test books/answer documents during the break-- Instruct students to not discuss test items

Day of Testing-After Administration

- ___ **(Grades 4-11)** Instruct students to place their answer documents inside their test books vertically so that the student name label is visible
- ___ Document student return of test books/answer documents by marking the Examiner’s Security Checklist
- ___ If accommodations were provided, complete the WVS.326 verification
- ___ If applicable, complete the Scribe Verification Form
- ___ Return **all** test books, answer documents, Examiner’s Security Checklist, forms, and additional testing materials (including **all** scrap paper) to the BLC
- ___ Report any damage to test books/answer documents to the BLC—Do Not Destroy or Dispose of test books or answer documents
- ___ Clear calculators to factory defaults

Final Day of Testing-After Administration

- ___ In addition to the above guidelines, separate student test books into two separate stacks before returning them to the BLC
- ___ **Assure that no student has incorrectly marked the “Breach” bubble on the test book/answer document cover**