

Test Administrator's Checklist – STAAR/EOC

Teacher Name: _____

2012-2013

STEP-BY-STEP PROCEDURES:	CHECK
Read the appropriate grade level STAAR Test Administrator Manual BEFORE the day of the test(s).	
Read the campus training materials.	
Attend Test Administrator training.	
Initial the oath and return it to your Campus Coordinator. After testing, record your final signature.	
Prepare the room/testing area. (Remove or cover test info on walls, ask custodian to replace necessary lights, provide space between desks, and check that there is nothing inside the desks.)	
Check out materials. Count the materials and initial the Materials Control Form. Secure (lock up) materials.	
Place a "Testing – Do Not Disturb" sign on your door.	
Check roll before starting testing and report absentees to the campus coordinators/administrators/attendance office.	
Read the "Testing and Telecommunications" policy aloud to your examinees before the test each day. Collect all calculator watches, MP3 players, cell phones, CD players, and other electronic devices.	
Check to see that all students are using a #2 pencil with an eraser.	
Pass out test booklets and answer documents. Do not administer a test to a student who is not on your roster or a student who does not have an answer document with his/her name on it.	
Read all instructions to the students <u>word for word</u> . Do not have the students complete any portion of the bubbling except for test booklet number/forms. Answer documents hand-gridded by Testing Coordinators or with precoded labels are ready to use.	
Record the starting time on your seating chart. At the end of the four-hour testing period, you must also record the stopping time. If any students leave the room for a type of break that stops their individual four-hour time period, record the time the student stops and returns as well as the NEW stopping time for the student's test.	
Actively monitor the classroom during the test. (Do not read, work on your computer, or use your cell phone (emergencies only). Walk around the room from time to time. Be aware of students who are not working or students who are not working in the correct section/subject area of the test.)	
Keep your classroom silent as some students finish earlier than others. Do not allow activities that would be an incentive to finish early. Students are allowed to leave the testing room or read a book when they complete their tests.	
Lock up tests when the class goes for a restroom break or to lunch. Collect tests during a snack break. Do not allow students to snack while testing. Monitor talking during breaks and at lunch.	
Remind students to record their responses, compositions, and open-coded answers (HS only) on the answer document before turning in the test.	
Make certain you are keeping track of the time. Students who are not allowed Extra Time (Same Day) for testing MUST NOT test for more than a period of four hours .	
Separate test booklets and answer documents before turning them in to the Campus Coordinator.	
Remove any reference materials, graph paper, or scratch paper from the test booklets and return to your Coordinator.	
Return test booklets to Campus Coordinator in numerical order.	
Count all materials before turning them in to the Campus Coordinator.	
Mark the score code for that test. (If instructed to do so by your Campus Testing Coordinator)	
Check for additional or stray marks that the student might have made in the demographics section or on the timing marks along the side. Notify Campus Coordinator.	
Consult your Campus Coordinator if you think/know a transcription is necessary.	
Keep all testing information confidential. Do not read, discuss, copy, or comment on test items before, during, or after a test. Report any appearance of impropriety and any suspected breach of test security or confidential integrity to your Campus Coordinators.	

I have completed all of the procedures on the checklist.

Teacher Signature: _____

Date: _____

Test Administration (Test and Subject): _____

Ldoe Gee Test Administrator Manual 2013

Jianjun Gao



Ldoe Gee Test Administrator Manual 2013:

GED Examiner's Manual GED Testing Service (Center for Adult Learning and Educational Credentials),2002
Official Ged Test Administrators / Teachers Manual Prentice Hall Books,1988-06-01 2013 Test Administrators' Guide ,2013 **Test Coordinator's Manual** South Carolina. State Department of Education,1981 *2013 Modified Test Administrators' Guide* ,2013 *Oklahoma Core Curriculum Tests* Oklahoma. State Department of Education,Harcourt Assessment,2005 Professional Testing Practices for Educators ,2001 GED Tests of General Educational Development Administrator's Manual GED Testing Service,2002 **Steck-Vaughn Official Practice Test GED** STECK-VAUGHN,Steck-Vaughn Company,2008-03-01 **2013 Modified Test Administrators' Guide** ,2013 **Test Technical Manual 2014 GED' Test** GED Testing Service,2014 This manual was written to provide technical information regarding the General Educational Development GED test as evidence that the GED test is technically sound Throughout this manual documentation is provided regarding the development of the GED test and data collection activities as well as evidence of reliability and validity This manual is made up of 10 chapters 1 Introduction to the GED tests and an overview of the GED testing program including the purposes of the tests and proper uses of test scores 2 The underlying theory of action for the GED testing program and the framework for assessing validity 3 The GED test specifications and process for developing forms 4 The standardization process including the norming scaling and equating processes 5 The standard setting process for both the High School Passing Standard and GED with Honors 6 Scoring processes for both machine and human scored test items 7 The reliability of GED test scores 8 Accumulated evidence to support the validity argument 9 Various accommodations for test takers with disabilities and 10 Supplemental materials for test preparation This manual was written for anyone who is interested in 1 learning about the background of the GED testing program 2 understanding how the GED test was developed and scored 3 comprehending the statistical characteristics of the GED test or 4 knowing more in general about the GED testing program The following are appended 1 Reasoning through Language Arts Scoring Rubric and 2 Social Studies Scoring Rubric **PACT Test Administration Manual for Operational and Field Tests** South Carolina. State Department of Education,2003 **Test administration manual for the national test** Government of Trinidad and Tobago. Ministry of Education, Division of Educational Research and Evaluation,Ministry of Education. Division of Educational Research and Evaluation,2010 *The Testing Manual* Roland T. Ramsay,1984 The Testing Manual Roland Ramsay (T.),1979 **Program Policies for the Administration of the GED Test** Arkansas. Adult Education Section. GED Testing Office,2013 *The press test* Melany E. Baehr,Raymond J. Corsini,Richard Renck,1965 **GED Examiner's Manual** GED Testing Service,1991 *The Wide Range Achievement Test* Gary S. Wilkinson,1993

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