



# Online, Summative, Test Administration Checklists

## ELA, Math, and Science Quick Guide

**Spring 2021**

*Prepared by Cambium Assessment, Inc.*



## ABOUT THIS QUICK GUIDE

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The Online, Summative Test Administration Checklists provides educators with checklists before, during, and after test administration.

This Quick Guide includes checklists for District Administrators (DAs) and Assessment Coordinators (ACs), School Coordinators (SC), Teachers (TEs) and Proctors (PRs).

**NOTE: This section is also included in the full [Online, Summative Test Administration Manual \(TAM\) for ELA, Math, and Science](#) on the South Dakota Gateway. References to specific chapters and table references outside of this section is available in the full TAM.**

## DISTRICT ADMINISTRATOR AND ASSESSMENT COORDINATOR CHECKLIST

Refer to the DA and AC activity checklist below.

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<b>Direct Responsibilities</b>				
<input type="checkbox"/> 1. Notify schools when administration manuals and training materials are available.	<i>TAM, section 2.1</i>		Complete at least 5–6 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 2. Review all South Dakota Assessment policy and test administration documents.	<i>TAM, section 2.1</i>	60–90 minutes	Complete at least 5–6 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 3. Review scheduling and testing requirements with SCs.	<i>TAM, sections 7.2 and 7.3</i>	60–90 minutes	Complete at least 3–4 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 4. Plan any state-required training for SCs and PRs; retrain as needed.	<i>None</i>		Complete at least 3 weeks prior to testing.	
<input type="checkbox"/> 5. Review training modules and schedule training session for SCs.	<i>TAM, section 2.1</i>	2–3 hours	Complete while spaced over 2–3 weeks prior to testing.	South Dakota Gateway

	Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	6. Review security procedures with SCs and PRs.	<i>TAM, sections 3.0, 4.0, and Appendix F</i>		Complete at least 2–3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	7. Work with District Technology Coordinators to ensure timely computer setup. <ul style="list-style-type: none"> <li>• Conduct network diagnostics.</li> <li>• Download the secure browser (beginning late August or early September).</li> <li>• Verify that schools meet the minimum technology requirements.</li> </ul>	<i>TSM, section I, Network Diagnostic Tools</i>  <i>TSM, section V</i>  <i>TSM, sections I and II</i>	5–10 hours	Complete at least 2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	8. Work with schools to review TIDE student enrollment information.	<i>TIDE User Guide</i>	2–4 hours	Complete at least 2 weeks before testing and during testing.	South Dakota Gateway
<input type="checkbox"/>	9. Perform an equipment needs assessment based on individual student requirements.	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<ul style="list-style-type: none"> <li>• Work with the SC to identify students who will need specialized equipment for accommodations.</li> <li>• Communicate with the SC/PRs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Place order for the number of headsets needed plus extra.</li> </ul>				having some available.
<b>Monitor Administration Activities</b>				
<input type="checkbox"/> 10. Investigate all testing improprieties, irregularities, and breaches reported by PRs. <ul style="list-style-type: none"> <li>• Follow reporting procedure according to section 4.0.</li> </ul>	TAM, section 4.0	As needed	Ongoing. Deadline for all submissions will be one week after the testing window closes.	South Dakota Gateway
<input type="checkbox"/> 11. Report any test security incident in TIDE and report to the appropriate personnel according	TAM, sections 4.0 and 5.0	As needed		South Dakota Gateway

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
to the guidelines in section 4.0 and 5.0.				
<input type="checkbox"/> 12. Monitor with the District Technology Coordinator any technical problems to apply resolutions or disseminate information at other school sites prior to testing.	None		Ongoing throughout the testing window.	

District and Assessment Coordinator Activities	Reference in Manual	Target Completion Date	Notes/Resources
<b>Oversight Responsibilities</b>			
<input type="checkbox"/> 13. Ensure that SCs and PRs in the district are appropriately trained and aware of policies and procedures, especially related to security.	<i>TAM, sections 3.0 and 4.0</i>	Complete at least 3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 14. Review school test administration schedules for adequate time and resource planning.	<i>TAM, section 7.3</i>	Complete at least 3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 15. Verify that SCs and PRs have reviewed student information in TIDE and are verifying student settings for designated supports and accommodations in TIDE.	<i>TIDE User Guide</i>	Complete at least 2 weeks prior to testing.	South Dakota Gateway

<input type="checkbox"/>	16. You or your designee must be available during your testing window for questions and problem solving.	<i>None</i>	Complete during your entire testing window.	
<input type="checkbox"/>	17. Communicate regularly with SCs any emerging trends or issues.	<i>None</i>	Complete during your entire testing window.	

Contact Information	
Questions about state policies	
<p><b>SDDOE Lead Contact for Science Test Policy, Testing Irregularities, or in the event of a security breach</b></p> <p>Christina Booth 605-773-3246 <a href="mailto:Christina.Booth@state.sd.us">Christina.Booth@state.sd.us</a></p> <p><b>SDDOE Accommodations Lead</b></p> <p>Beth Schiltz 605-773-4257 <a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a></p>	<p><b>SDDOE Lead Contact for ELA/Math Test Policy, Testing Irregularities, or in the event of a security breach</b></p> <p>Amanda Thronson (605) 773-3247 <a href="mailto:Amanda.Thronson@state.sd.us">Amanda.Thronson@state.sd.us</a></p> <p><b>SDDOE Office Of Assessment</b></p> <p><a href="mailto:doeassessment@state.sd.us">doeassessment@state.sd.us</a></p>
Questions about technology and the overall administration procedures	
<p>South Dakota Assessment Help Desk 1-855-838-8378 <a href="mailto:SDHelpDesk@cambiumassessment.com">SDHelpDesk@cambiumassessment.com</a> 6am-6pm CT (Mon-Fri)</p>	

## SCHOOL COORDINATOR CHECKLIST

Refer to the School Coordinator activity checklist below.

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<b>Direct Responsibilities</b>				
<input type="checkbox"/> 1. Attend trainings your district offers and review all South Dakota Assessment trainings and test administration documents.	<i>TAM</i> , section 2.1	60–90 minutes	Complete at least 3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 2. Ensure that all PRs attend your school's or district's training and review the self-paced online training modules posted on the South Dakota Gateway. Review with PRs the videos ("What is a CAT?" and "What are Universal Tools?") and encourage them to show these to their students in preparation for the test.	<i>TAM</i> , section 2.1	2–3 hours	Complete at least 3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 3. Work with technology	<i>Configurations &amp;</i>	5–10 hours	Complete at least 3–4	South Dakota Gateway





Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<p>personnel to ensure timely computer setup:</p> <ul style="list-style-type: none"> <li>• Conduct network diagnostics.</li> <li>• Download the secure browser.</li> <li>• Verify that your school has met the minimum technology requirements.</li> <li>• Ensure that other technical issues are resolved before and during testing.</li> </ul>	<p><i>Troubleshooting Manuals</i></p>		<p>weeks prior to testing.</p>	



<input type="checkbox"/>	<p>4. Communicate with the PRs to identify the number of headsets needed for each testing site and ensure that the needed number are available at least two weeks prior to the testing window.</p> <ul style="list-style-type: none"> <li>• Headsets are required for the ELA CAT assessment to support the Listening portions of the assessment, for students who require text-to-speech for ELA, Math, or Science, or for students requiring audio glossaries (mathematics only).</li> <li>• Communicate with the DA/AC to identify the number of headsets needed.</li> </ul>	<p><i>None</i></p>	<p>Up to 1 hour</p>	<p>Complete at least 2 weeks prior to testing.</p>	<p>Order the number needed plus extra. Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on having some available.</p>
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	Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	<p>5. Perform an equipment needs check based on individual student requirements.</p> <ul style="list-style-type: none"> <li>• Work with PRs to identify students who will need specialized equipment for accommodations.</li> </ul>	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	
<input type="checkbox"/>	<p>6. Based on the test administration windows, work with PRs and TEs to establish a testing schedule.</p>	<i>TAM, section 7.4</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	<p>7. Work with PRs to review student information in TIDE applications before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.</p>	<i>TIDE User Guide TAM, section 9.2</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	South Dakota Gateway



	Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	8. Establish a place to test those students who need a separate test setting.	<i>TSA</i>	1–2 hours	Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	9. Work with PRs to plan a quiet activity for each test session for students who finish early.	<i>None</i>	30 minutes	Complete the week of testing.	The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.
<input type="checkbox"/>	10. Ensure proper handling of all printed test materials and scratch paper. Collect all test materials on each day of testing to keep in a secure location until after the test session, and then destroy according to the security policy outlined in the <i>TAM</i> .	<i>TAM</i> , sections 3.2 and 11.0		Complete during and after testing window.	South Dakota Gateway
<input type="checkbox"/>	11. Ensure adherence to all security policies. <ul style="list-style-type: none"> <li>• Ensure that all PRs read and sign state</li> </ul>	<i>TAM</i> , section 3.0		Ongoing	South Dakota Gateway



	Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
	security agreements if required by your state.				
<input type="checkbox"/>	<p>12. Document any testing impropriety, irregularity, or breach and report to the DA/AC immediately after learning of the incident.</p> <ul style="list-style-type: none"> <li>Working with the AC, enter incidents in TIDE.</li> </ul>	TAM, sections 4.0 and 5.0	As needed	Ongoing	South Dakota Gateway
<b>Monitor Administration Activities</b>					
<input type="checkbox"/>	13. Monitor testing progress during the testing window and ensure that all students participate as appropriate, addressing student issues as needed.	None	As needed	Ongoing	
<input type="checkbox"/>	14. Raise any technical issues with the School Technology Coordinator for resolution.	None	As needed	Ongoing	



Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 15. Review, investigate, and report on all potential testing improprieties, irregularities, and breaches reported by the PR. Mitigate incidents when appropriate.	<i>TAM</i> , sections 4.0 and 5.0	As needed	Ongoing	South Dakota Gateway

School Test Coordinator Activities	Reference in Manual	Target Completion Date	Notes/Resources
<b>Oversight Responsibilities</b>			
<input type="checkbox"/> 16. Verify that PRs have verified student settings for designated supports and accommodations in TIDE.	<i>TIDE User Guide</i> ,	Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 17. Assist PRs in taking proper measures to ensure that students have access only to allowable non-embedded resources during testing.	<i>None</i>	Complete prior to testing.	
<input type="checkbox"/> 18. Verify that PRs are adhering to all test security policies and practices and that they have access to the Test Security Incident Log, and that they understand how to complete this document if testing improprieties, irregularities, or breaches occur.	<i>TAM</i> , sections 3.0, 4.0, 5.0, and <i>Appendix F</i>	Complete during testing.	South Dakota Gateway



Contact Information	
<b>Questions about state policies</b>	
<p><b>SDDOE Lead Contact for Science Test Policy, Testing Irregularities, or in the event of a security breach</b> Christina Booth 605-773-3246 <a href="mailto:Christina.Booth@state.sd.us">Christina.Booth@state.sd.us</a></p> <p><b>SDDOE Accommodations Lead</b> Beth Schiltz 605-773-4257 <a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a></p>	<p><b>SDDOE Lead Contact for ELA/Math Test Policy, Testing Irregularities, or in the event of a security breach</b> Amanda Thronson (605) 773-3247 <a href="mailto:Amanda.Thronson@state.sd.us">Amanda.Thronson@state.sd.us</a></p> <p><b>SDDOE Office Of Assessment</b> <a href="mailto:doeassessment@state.sd.us">doeassessment@state.sd.us</a></p>
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## TEACHER AND PROCTOR CHECKLIST

Refer to the Teacher and Proctor activity checklist below.

	Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	1. Review all South Dakota Assessment policy and test administration documents, particularly the <i>Test Administration Manual (TAM)</i> .	<i>Online Summative TAM, section 2.1</i>	1–2 hours	Complete at least 2–3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	2. Review the training modules and attend school or district training sessions, if any are offered.	<i>Online Summative TAM, section 2.1</i>	2–3 hours	Complete at least 2–3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	3. Show students the videos “What is a CAT?” and “What are Universal Tools?”	<i>Online Summative TAM, section 2.1</i>	1 hour	Complete while spaced over 2–3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	4. Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.	<i>Online Summative TAM, Appendix D</i>	1 hour	Complete while spaced over 2–3 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/>	5. Perform an equipment needs check based on individual student requirements. <ul style="list-style-type: none"> <li>• Work with the SC to identify students who will need specialized</li> </ul>	<i>None</i>	1–2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but districts and schools should also plan on



Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
equipment for accommodations.				having some available. South Dakota Gateway
<input type="checkbox"/> 6. Work with the SC to determine precise testing schedules based on the test administration windows selected by the school schedule. <ul style="list-style-type: none"> <li>• Make sure your students' test administration schedule includes allowable breaks.</li> </ul>	<i>Online Summative TAM, section 7.3</i>		Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 7. Confirm that you have received your TIDE login information. You should have received an automated email from the Help Desk notifying you of how to log in to TIDE. You will also use this username and password for the Online Testing System.	<i>TIDE User Guide</i>		Complete at least 1–2 weeks prior to testing.	If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your School Test Coordinator. South Dakota Gateway

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 8. Work with your SC to ensure that each student has an SSID number and has been loaded into TIDE.	<i>TIDE User Guide</i>		Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 9. Confirm each student’s test settings for designated supports and accommodations in TIDE against their IEP or other relevant documentation as appropriate.	<i>TIDE User Guide</i>	2–4 hours	Complete at least 1–2 weeks prior to testing.	South Dakota Gateway
<input type="checkbox"/> 10. Ensure that the open-source secure browser has been downloaded to any computer(s) on which students will be testing.	<i>Configurations &amp; Troubleshooting Manuals</i>	1–2 hours	Complete at least 1–2 weeks prior to testing. <i>and again</i> Complete the day before testing or morning of testing.	South Dakota Gateway Check with your SC or School Technical Coordinator if the [ <b>Secure Browser</b> ] icon is missing.
11. Communicate to students the need for headsets in order to take the ELA Listening portions of the assessment or the Text-to-Speech support for ELA, Math Science, or translated glossaries for Math. a. Identify any students who may not have their own headsets and make	<i>None</i>		Make a count of needed headsets (vs students who have their own) at least 3 weeks prior to testing and tell your SC the number needed. Three days before testing,	Administration of the ELA assessment will contain a listening portion. In addition, students with Text-to-Speech supports or the translated glossaries for Math also contain audio. Students will

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<p>arrangements with the school to have headsets available for those students. Counts should be determined prior to testing.</p> <p>b. Also have extra headsets on hand for students who may forget to bring theirs.</p> <p>12. Send reminders several days before and the day prior to testing to ensure students remember to bring headsets.</p>			<p>remind students to have their headsets available the day of tests.</p> <p>One day before testing, remind students to bring their headsets.</p>	<p>need ear buds or headsets. Make sure your school has extras available for students who may need them on the day of testing.</p> <p>Have extra headsets on hand in case students forget.</p> <p>South Dakota Gateway</p>
<input type="checkbox"/> <p>c. Plan a quiet activity for each test session for students who finish early.</p>	None	15–30 minutes	Complete the week of testing.	<p>The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book.</p>

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> <p>13. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors.</p> <p>14. Work with your SC to set system volume prior to students launching the secure browser to ensure students can hear the audio portions of the ELA segment.</p>	None	1–2 hours	Complete the morning of testing.	The PR should open the secure browser on each computer after closing any unnecessary applications.
<input type="checkbox"/> <p>15. Review all guidelines for creating a secure test environment.</p> <ul style="list-style-type: none"> <li>• Review all security procedures and guidelines in the TAM.</li> <li>• Carefully read and sign a test security agreement if required by your state.</li> </ul>	<i>Online Summative TAM, section 3.0</i>		Prior to and during day(s) of testing.	South Dakota Gateway

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 16. Make sure the physical conditions of the testing room are satisfactory. <ul style="list-style-type: none"> <li>• Make sure that no instructional materials directly related to the content of the assessments are visible.</li> <li>• Students should be seated so there is enough space between them or provide desktop partitions to minimize opportunities to look at each other's screen.</li> <li>• Actively monitor students throughout the test sessions.</li> <li>• Students who are not being tested may not be in the room where a test is being administered.</li> </ul>	<i>Online Summative TAM, section 3.0</i>		Complete the day(s) of testing.	<ul style="list-style-type: none"> <li>• Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test.</li> <li>• Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.</li> </ul> <p>South Dakota Gateway</p>
<input type="checkbox"/> 17. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).	<i>TIDE User Guide</i>		Complete the day(s) of testing.	South Dakota Gateway

Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
18. Administer the Smarter Balanced assessments, following the script and directions for administration. Provide any necessary non-embedded designated supports and accommodations.	<i>Online Summative TAM, section 10.1</i>		Complete the day(s) of testing.	South Dakota Gateway Provide students with scratch paper for all test sessions. Also provide students in grades 6 and above graph paper for the mathematics assessments.
<input type="checkbox"/> 19. Report any testing improprieties, irregularities, and breaches to the SC and DA/AC in writing immediately following an impropriety, irregularity, or breach.	<i>Online Summative TAM, sections 4.0, 5.0, and Appendix F</i>		Complete as soon as possible during or immediately following testing.	South Dakota Gateway
<input type="checkbox"/> 20. Securely dispose of all printed testing materials, including student login information, print-on-demand documents, and scratch paper in a secure manner.	<i>Online Summative TAM, sections 3.0 and 11.0</i>		Complete after testing.	South Dakota Gateway

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