

## School Coordinators Check List

1. \_\_\_\_\_ Acquire list of students requiring special accommodations as per IEP's from your sped lead and as per IAP for 504 students (from school 504 Coordinator).
2. \_\_\_\_\_ Assign examiners for small groups.
3. \_\_\_\_\_ Assign proctors for all rooms and small groups if needed.
4. \_\_\_\_\_ Pencils sharpened and placed in boxes.
5. \_\_\_\_\_ Read over manual ASAP and schedule meeting with faculty.
6. \_\_\_\_\_ Type up any notes for the teachers.
7. \_\_\_\_\_ Make sure everyone has had test security training and have signed documentation. Give a copy of Classroom Level Adherence so that they are aware of their responsibilities. (do not accept signed copies at this point).
8. \_\_\_\_\_ Make sure students whose documented accommodations include reading items/ passages are in the appropriate small groups and have the same form of the test.
9. \_\_\_\_\_ Place a sign on the intercom to not to call the rooms after a certain time.
10. \_\_\_\_\_ Type up the sign in/sign out sheet.
11. \_\_\_\_\_ Double-check the special coding.
12. \_\_\_\_\_ Place absentee form on the top of the testing boxes.
13. \_\_\_\_\_ Make sure the walls are covered up in homeroom and in the rooms for small groups.
14. \_\_\_\_\_ Have faculty/staff sign the "adherence to test administration procedures" after testing has been completed.
15. \_\_\_\_\_ Send G. Kicklighter a copy of the "adherence to test admin. procedures signed by the principal, teachers and School Test coordinators.
16. \_\_\_\_\_ Resource schedule for the week.
17. \_\_\_\_\_ Make sure breakfast is scheduled and accomplished prior to the start of testing.
18. \_\_\_\_\_ Scratch paper in box.
19. \_\_\_\_\_ Place "Do not disturb" signs in boxes.
20. \_\_\_\_\_ Make sure the small group examiners know what time to pick up their student(s).
21. \_\_\_\_\_ Let the teachers know who will do make up testing.
22. \_\_\_\_\_ Return copies of all forms, including inventory, sign-out-sign-in forms and test book security forms to G. Kicklighter in a separate envelope (not in test boxes).