School Test Coordinator Orientation

Next Steps!

The purpose of this document is to guide STCs through their next steps and Beginning-of-Year (BOY) tasks after the orientation.

📂 General Readiness & Resources

- **Bookmark** the STC Google Drive site.
- **Update** the STC Contact List on the "Our STC Family" page.
- **Download** the assessment calendar on the "Assessments" page.
- **Download** the Assessment Administration Training Calendar on the "Trainings" page.
- **Review** coordinator manuals before **ALL** BOY assessments. *(Example: KRA, i-Ready Inform, NNAT-3, WIDA MODEL)*
- **Review** training materials before BOY assessments.
- **Inventory** all student testing devices.
- **Confirm** device assignment to every student.
- 📧 *General Support:* kamiller@bcps.k12.md.us / jjbrockington@bcps.12.md.us

🛡️ Test Integrity & Security

- **Sign** the State Test & Survey Administration Compliance Form electronically. This only needs to be completed once (by STCs) to cover all state assessments for the entire school year.
- **Conduct** an orientation with staff
- **Collect** signed (hard copies) of the State Test & Survey Administration Compliance Form_as of June 2026.pdf from your school staff.
- **Retain** a copy of the signed forms for **six years** at the school level - (after each state assessment staff training)
- **Identify** a secure storage location for materials.
- **Print** copies of Test Integrity flyers available on the STC site on the "Test Integrity" page.
- **Post** flyers throughout the school building.
- **Submit** completed iTempra test schedules before deadlines.
- **Designate** office personnel to track incoming testing materials.
- **Obtain** signed receipts for picked-up materials.
- **Save** all MVP receipts and UPS tracking numbers.
- **Report** testing irregularities immediately to the Integrity Team.
- **Submit** City Schools Testing Incident Report Form if irregularities occur.
- **Alert** monitoring supervisors of any schedule changes.
- 📧 *Test Integrity Support:* djsmith@bcps.k12.md.us

🖍️ KRA (Kindergarten Readiness Assessment) - Please administer this test before NNAT-3

- **Review** the KRA Information Sheet.
- **Verify** STC access to Renaissance platform.
- **Follow** THIS GUIDE for steps to elevate Clever access.
- **Verify** K teacher access to Renaissance platform.
- **Complete** KRA Educator Academy Training.
- **Ensure** all K teachers have completed KRA Educator Academy.
- **Collect** K teachers KRA Educator Academy Certificate of Completion.
- **Retain** hard copies of K teachers 1) KRA Educator Academy Certificate of Completion **and** 2) signed State Test & Survey Administration Compliance Form_as of June 2026.pdf at your school for **six** years at the school level - (after each state assessment staff training)
- **Upload** *your* (STC) KRA Educator Academy Certificate of Completion
- **Upload** *your* school's KRA Testing Schedule
- 📧 *KRA Support:* kamiller@bcps.k12.md.us

🧩 NNAT-3 (Gifted & Talented Assessment) - Please administer this test after KRA

- **Watch** NNAT-3 guidance videos on GAL site.
- **Verify** teacher access to NNAT-3 Pearson site.
- **Confirm** teachers completed Legends of Learning lessons.
- **Confirm** teachers completed Legends of Learning games.
- **Verify** TestNav application download on student computers.
- **Review** student roster for missing names.
- **Identify** students enrolled after **August 24th**.
- **Add** late-enrolled students manually to the platform.
- **Confirm** family letters are distributed before testing.
- **Check** digital letter copies (English/Spanish/French) on GAL site.
- 📧 *NNAT-3 Support:* aclough@bcps.k12.md.us

💻 i-Ready INFORM (Traditional Schools Only)

- **Review** i-Ready Inform Padlet on the STC site.
- **Verify** teacher access on staff roster.
- **Verify** student access on student roster.
- **Cross-reference** missing names with Infinite Campus (IC).
- **Confirm** correct teacher-student assignments in IC.
- **Wait** 48 hours for IC-to-platform sync.
- **Escalate** roster errors to rosters-support@cainc.com
- **Administer** the test to students (at traditional schools) in grades K - 8 (Math); Grades 6 - 8 (ELA)
    - Approx Testing Times for each administration:
        - Math: K: 3 x 20 min; 1: 2 x 30 min; 2-8: 2 x 50 min

        - ELA: 60 mins
    - Only students with **red** rush flags should be retested.
    - Please note that we **do not** offer accommodations on diagnostic assessments for SWD or MLs, although accessibility features may be available.
- 📧 *i-Ready Support:* kamiller@bcps.k12.md.us

🌐 WIDA MODEL (Multilingual Learners Grades 1-12)

- **Review** WIDA MODEL resources on STC site.
- **Verify** TestNav application download on student computers.
- **Review** BOY SY 26-27 WIDA STC/ESOL Checklist.
- 📧 *Account Access Email:* cmjessen@bcps.k12.md.us

🌐 CLEVER APPS ADMIN ACCESS

- **Follow** THIS GUIDE for steps to elevate Clever access.
- 📧*Clever Support:* dmenges@bcps.k12.md.us