

# SCHOOL TEST COORDINATOR ORIENTATION *NEXT STEPS!*



The Student Assessment Team has collaborated with other district offices to compile a list of tasks to be completed after the [STC Orientation](#).



---

## REVIEW RESOURCES

---

- Review the [STC site](#) on Google Drive. Bookmark the site so that you can easily access throughout the school year
- Update *(if applicable)* the [STC Contact List](#) under the “**Our STC Family**” tab
- Download a copy of the assessment and professional development calendars and take note of key dates
- Review test coordinator manuals and training materials prior to each BOY assessment
- Inventory devices to ensure each student has an assigned device
- Contact [kamiller@bcps.k12.md.us](mailto:kamiller@bcps.k12.md.us) or [jjbrockington@bcps.k12.md.us](mailto:jjbrockington@bcps.k12.md.us) for support

---

## TEST INTEGRITY

---

- STCs should use this link to “electronically sign” the [MSDE Test Administration and Certification of Training Form and Non-Disclosure Agreement](#) *(Keep a hardcopy on file at your school for six years)*
- Identify a secure location to store assessment materials
- Make copies of the Test Integrity flyer and post throughout your school
- Submit completed iTemptra test schedules for each assessment prior to the stated deadline
- Designate office personnel to alert you when testing materials arrive at your school and get a signed receipt when materials are picked up from the office. *(Keep a copy of receipt and/or UPS tracking number)*
- Contact the Test Integrity Team when a testing irregularity or violation occurs and submit the proper form
- If your school is being monitored, alert monitoring supervisor of any schedule changes
- Contact [djsmith@bcps.k12.md.us](mailto:djsmith@bcps.k12.md.us) for support

---

## KRA *(SCHOOLS WITH K STUDENTS)*

---

- Review this [KRA Information Sheet](#)
- Ensure you and your kindergarten teachers have access to the new Renaissance platform
- Complete KRA Training: [Educator Academy Instructions](#)
- Print and retain a copy of your Certificate of Completion. Click [HERE](#) to upload STC Certificates; Click [HERE](#) to upload K Teacher Certificates
- Ensure you and your kindergarten teachers sign the [Certification of Training Form and Non-Disclosure Agreement \(NDA\)](#). *(Keep on file at your school for six years)*
- Contact [klcarr@bcps.k12.md.us](mailto:klcarr@bcps.k12.md.us) or [kamiller@bcps.k12.md.us](mailto:kamiller@bcps.k12.md.us) if you have questions

---

## NNAT-3 (SCHOOLS WITH K STUDENTS AND NEW TO DISTRICT STUDENTS ABOVE K)

---

- Review NNAT-3 resources posted on the [GAL Google site](#) which provide succinct guidance videos
- Ensure teachers have access to the NNAT-3 Pearson site and confirm that they have completed recommended analogical reasoning lessons and games from Legends of Learning prior to testing
- Ensure that the TestNav application is downloaded on student computers
- Review student roster to ensure all students are listed. The GAL Office will upload all enrolled K students, those in IC as of **August 25th**, to the platform. Students enrolled after **August 25th** will need to be manually added at the school level
- If students are missing from the platform, follow steps in NNAT-3 resources/videos on how to add students
- Confirm that [letters to families](#) (English, Spanish, and French) go out prior to testing - digital copies of the letters will come from Dennis Jutras and be posted on the GAL Google site as well
- Contact [djutras@bcps.k12.md.us](mailto:djutras@bcps.k12.md.us) for support

---

## i-READY (TRADITIONAL SCHOOLS ONLY)

---

- Review [i-Ready resources](#) posted on the STC site
- Review staff roster to ensure all teachers have access to i-Ready
- Review student roster to ensure all students have access to i-Ready
- If teachers or students are missing from the roster, check Infinite Campus to ensure that teachers and students are assigned to one another
- If the teacher or student does not sync to i-Ready within 48 hours after a change is made in Infinite Campus, contact the i-Ready Roster Support Team [rosters-support@cainc.com](mailto:rosters-support@cainc.com)
- Contact [kamiller@bcps.k12.md.us](mailto:kamiller@bcps.k12.md.us) for support

---

## WIDA MODEL (SCHOOLS WITH MLs RECEIVING ELD SERVICES, GRADES 1-12 ONLY)

---

- Review WIDA MODEL resources posted on STC site
- Ensure teachers and STCs have access to the WIDA MODEL platform. Email Christine Murphy, [cmjessen@bcps.k12.md.us](mailto:cmjessen@bcps.k12.md.us), for account access.
- Ensure Test Nav is downloaded on student computers for access to WIDA MODEL testing
- Review the [BOY SY 25-26 WIDA MODEL STC/ESOL Teacher Checklist](#)