Summer 2019 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Summer 2019 AzMERIT Computer-Based Test (CBT) administration.

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 1</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Verify mode of testing in Tech Readiness in ADEConnect.</td>
<td>Not Applicable for Summer 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 2</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Log into TIDE. Add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, and/or the TA Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

**Notes:**
- Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level.
- If DTC will not be available during part or the entire summer test administration window, contact AzMERIT@azed.gov for additional information.

- Log into TIDE.
- Go to the Users task menu under Preparing for Testing.
- Select Add Users, View/Edit/Export Users, or Upload Users.
- Detailed instructions can be found in the TIDE User Guide on the AzMERIT portal here.

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 3</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Download, as appropriate, AzMERIT Secure Browser on devices that will be used by students for testing.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the Secure Browser Installation Manual on the AzMERIT portal here.
- For information about supported operating systems and web browsers, see the AzMERIT System Requirements.
- Technology Resources can be found on the AzMERIT portal here.
### Task 4
**Verify District Test Coordinator and Shipping Information in TIDE if an additional order is requested for Special Paper Version (SPV) Tests.**

- Log into TIDE.
- Select the **Shipping Contact Info** task menu under Preparing for Testing.
- Search **Shipping Information**, select **District**.
- Verify Contact Info.
- If all information is correct, select **Save**. If contact information is incorrect, email AzMERIT@azed.gov.
- ADE must be notified of any changes or corrections prior to placing an additional order for SPV Tests.

### Task 5
**District Test Coordinators will not be required to complete another Pre-Test Training for Summer 2019 if training was previously completed for School Year 2018-2019. The trainings are still available online for anyone who would like to review them.**

A new School Year 2018-2019 **Achievement Test Security Agreement** for Superintendent/Charter Representatives is not required for the Summer 2019 test administration.

- Pre-Test trainings can be found [here](#).

### Task 6
**Add all students into TIDE who will be participating in Summer 2019 AzMERIT testing.**

ADE will not upload any students into TIDE.

- Log into TIDE.
- Go to the **Students** task menu under **Preparing for Testing**.
- Select **Add Students** or **Upload Students**.
- Follow detailed instructions in the **TIDE User Guide** to add or upload students.
**Task 7**

<table>
<thead>
<tr>
<th>Done</th>
<th>Log into TIDE and indicate which students require Special Paper Version test:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>6/3 – 7/23/19 <strong>See Task 10 regarding SPV tests</strong></td>
</tr>
</tbody>
</table>

- Log into TIDE.
- Go to the **Students** task menu under **Preparing for Testing**.
- Select **View/Edit/Export Students**.
- Click the button for the student you want to view.
- Under the **Order Special Paper Version (student with IEP)** select the appropriate special paper version test.
- Detailed instructions can be found in the **TIDE User Guide**.

**Task 8**

<table>
<thead>
<tr>
<th>Done</th>
<th>Create rosters for teachers to view student test results in late summer in ORS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>6/3 – 8/2/19</td>
</tr>
</tbody>
</table>

- Log into TIDE.
- Go to the **Rosters** task menu under **Preparing for Testing**.
- Select **Add Rosters** or **Upload Roster**.
- Follow detailed instructions in the **TIDE User Guide** to create or upload rosters.

**Task 9**

<table>
<thead>
<tr>
<th>Done</th>
<th>SPV materials will be shipped to districts as the additional orders are approved by ADE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>Ongoing after SPV additional order is placed.</td>
</tr>
</tbody>
</table>

- Districts/charters will be responsible for providing **Test Coordinator Manuals (TCM)** and **Test Administration Directions (TAD)** to all Test Administrators, either electronically or print paper copies.
- The Test Coordinator Manual (TCM) and Test Administration Directions (TAD) are available on the AzMERIT portal [here](#).
### Additional Order Window

Place an additional order for any student who requires a Special Paper Version test.

**Notes:**
- ADE will review each Special Paper Versions order prior to shipment.
- There must be an indication in TIDE for each student that requires Special Paper Version test.

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 10</th>
<th>Dates</th>
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</thead>
</table>
|      | Additional Order Window. Place an additional order for any student who requires a Special Paper Version test. Notes:  
- ADE will review each Special Paper Versions order prior to shipment.  
- There must be an indication in TIDE for each student that requires Special Paper Version test. | 6/3 – 7/23/19 |

- Log into **TIDE**.
- Go to the **Paper Ordering** task menu under **Preparing for Testing**.
- Select **Additional Orders**.
- Follow detailed instructions in the **TIDE User Guide** to order additional materials.

### TEST ADMINISTRATION

- **Window 1:** CBT Administration Window and DEI Entry (Writing, Reading and Math)
- **Window 2:** CBT Administration Window and DEI Entry (Writing, Reading and Math)

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 11</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEST ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Window 1: CBT Administration Window and DEI Entry (Writing, Reading and Math)</td>
<td>6/3 – 6/28/19</td>
</tr>
<tr>
<td></td>
<td>Window 2: CBT Administration Window and DEI Entry (Writing, Reading and Math)</td>
<td>7/8 – 8/2/19</td>
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</tbody>
</table>

- Schools must follow test schedule provided in the **Test Coordinator Manual**.

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<tr>
<th>Done</th>
<th>Task 12</th>
<th>Dates</th>
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</table>
|      | Return Special Version test materials to Measurement Incorporated (MI).  
- Follow the packing and return shipment instructions received with the shipment of materials.  
- Contact FedEx at least 48 hours prior to pickup of materials. | Pickup Deadline for Window 1: 7/1/19  
Pickup Deadline for Window 2: 8/5/19 |
Reports for the summer administration will be released on the following dates regardless of whether districts tested students during Window 1 or Window 2. Reports will be available in ORS for districts/charters. Paper reports will be delivered to districts/charters.

<table>
<thead>
<tr>
<th>Done</th>
<th>Task 13 – Score Reports to Districts</th>
<th>Dates</th>
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<tbody>
<tr>
<td></td>
<td>Reports for the summer administration will be released on the following dates regardless of whether districts tested students during Window 1 or Window 2. Reports will be available in ORS for districts/charters. Paper reports will be delivered to districts/charters.</td>
<td>8/15/19 9/18/19</td>
</tr>
</tbody>
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NOTES:

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