

## Test Administrator Checklist

### (Please review before each testing session)

**Please note:** This checklist is based on the requirements in 6.10.7.1 NMAC and the procedures in the Policy and Procedures Manual. It does not replace the assessment policy or the directions on the Directions for Administration (DFAs), nor is it an exhaustive list of requirements. It is simply a list of reminders that will help to reduce the most common causes of test irregularities resulting in the invalidation of student results.

### A Test Administrator should ensure the following:

Completed	Task
	Hold an educator or administrator's license.
	Complete required training on test security and administration before giving a standardized test.
	Maintain confidentiality of all information related to this assessment.
	Not administer the test in their child's classroom.
	Review all testing manuals prior to administering the assessment.
	Follow directions in the <i>Directions for Administration</i> exactly.
	Test all eligible students.
	Immediately report a testing irregularity to the School Test Coordinator.
	Inventory test booklets and answer documents every time they are checked out and checked in.
	Maintain a documented "Chain of Custody" of test materials assigned to you.
	Never review the Test Booklet, only the Directions for Administration.
	Never leave test materials unattended.
	Never remove test materials from a school.
	Follow the required test administration schedule.
	<b>Monitor students at all times</b> during testing. Do not engage in other activities (no computer, reading, grading papers, phone, etc.)
	<b>Never read any part of the Reading Test</b> to a student.
	Provide <b>calculators only in grades 8, H2 and H3.</b>
	Maintain a testing environment that is quiet and conducive to fair results.
	Encourage students to do their best.
	Do not change or paraphrase any test directions.
	Never translate any part of the test or directions.
	Do not clarify or explain test items.
	Do not spell words for students during the test.
	Never provide inappropriate assistance or hints to students during testing.
	Do not allow cell phones or other electronic devices into the testing environment.
	Remove all instructional materials displayed on walls and desks.
	Never erase or alter a student answer.
	Follow all procedures when a test irregularity occurs.
	Do not participate in reviewing student answers or "stray mark clean-up."