

## Timeline and Checklist for Assessments

This checklist will help Coordinators and Proctors prepare for and administer the TechLiteracy Assessment, the 21st Century Skills Assessment, and the WayFind Teacher Assessment.

### Preparing for the Assessment

ROLE	PERSON	TASK	COMMENTS	DONE
DC		Identify and designate School Coordinator(s) and Proctors		
DC		Attend a training for district-licensed products		
DC		Complete a district-wide student upload		
DC		Complete a district-wide staff upload		
DC		Complete staff training		
DC, Proctor, or IT		<p>Check student computers and network for the following requirements (recommended 1 week prior to testing):</p> <ul style="list-style-type: none"> <li>• Broadband Internet connection</li> <li>• All testers must have a functioning keyboard, mouse, and monitor</li> <li>• Browser - any of the following:     Chrome 36, Firefox 32, Safari 6.1,     Internet Explorer 10, or later versions</li> <li>• Adobe Programs:     Adobe Flash Player     Adobe Reader</li> <li>• Operating System:     Windows, Mac OS X, Google Chrome</li> <li>• Minimum Screen Resolution of 800 x 600</li> <li>• Unblock all pop-up windows from Learning.com</li> </ul>		
DC or Proctor		Set up class, assign assessment, and enroll students into classes		

## Preparing for the Assessment – Day Of

ROLE	PERSON	TASK	COMMENTS	DONE
DC or Proctor		Print Login Cards and Roster, if needed		
Proctor		Ask students to bring a book to read in case they finish early		
Proctor		Turn on computers prior to student arrival		
Proctor		Distribute Login Cards		
Proctor		Before the assessment begins, write the following on the board if students are not familiar: Website: <a href="http://login.learning.com">login.learning.com</a> District: the name of your district		

## Proctoring the Assessment

ROLE	PERSON	TASK	COMMENTS	DONE
Proctor		Read the proctor script aloud before the students begin testing		
DC		For Wayfind, provide the script to your educators in an email		
Proctor		Testing irregularities and any unusual occurrences or interruptions, such as a fire alarm or a student becoming ill, should be recorded in the Proctor Notes		
Proctor		Make sure test takers click “TURN IN TEST” when they are finished. Proctors can “Submit” and “Reset” the test as necessary.		
Proctor		If a participant cannot finish the assessment due to time constraints or other unforeseen circumstances, he or she can click “EXIT” (X) and return later		

## After the Assessment Event

ROLE	PERSON	TASK	COMMENTS	DONE
Proctor		Make sure students log out and close the browser		
Proctor		Turn off computers or prep them for the next group		
Proctor		Record any Proctor Notes		
DC or Proctor		24–72 hours after students have completed ALL PARTS of the assessment, generate or request appropriate assessment reports		