

Appendix B – Checklists

Division Coordinator Checklist

Activities Before Test Administration	
<input type="checkbox"/>	1. Receive PearsonAccess login ID from Pearson (if not already received) and set up password.
<input type="checkbox"/>	2. Create Division Project Manager (optional role) and School Coordinator accounts for each school in PearsonAccess.
<input type="checkbox"/>	3. Carefully read this <i>Quick Start Guide</i> , as well as any directions from the Virginia Department of Education.
<input type="checkbox"/>	4. Determine the division’s online test schedule (number of concurrent tests, number of sessions each day, number of available labs/computers, etc.) based on the number of students testing.
<input type="checkbox"/>	5. Train School Coordinators.
<input type="checkbox"/>	6. Ensure School Coordinators understand how to create online test sessions
<input type="checkbox"/>	7. Ensure School Coordinators understand how to “troubleshoot” the common online test issues.
<input type="checkbox"/>	8. Assist School Coordinators in identifying students who will be tested.
<input type="checkbox"/>	9. Register students for testing via a Student Data Upload File or by manually entering their information in PearsonAccess.
<input type="checkbox"/>	10. Make sure that School Coordinators and Teachers understand that test accommodations are not available for students with disabilities, LEP students, and students with temporary conditions.
<input type="checkbox"/>	11. Verify that designated personnel have access to the <i>Quick Start Guides</i> .
<input type="checkbox"/>	12. Verify that each School Coordinator or designated staff member has created Test Sessions within PearsonAccess.
<input type="checkbox"/>	13. Assist staff with providing test training/preparation activities for students and teachers.
Activities During Test Administration	
<input type="checkbox"/>	1. Be available during your schools’ testing sessions to answer questions and resolve problems.
<input type="checkbox"/>	2. If necessary, start and stop test sessions.
Activities After Test Administration	
<input type="checkbox"/>	1. If applicable, finalize student demographics and test-specific information.
<input type="checkbox"/>	2. View summary reports for the division.