



Roles & Responsibilities

TEST COORDINATOR

CBT: 49-53

PBT: 60-62

BEFORE TESTING:

- Establishes the testing schedule
- Develops and implements test security plan
- Develops and implements training, logistics plans
- Trains Test Administrators, Tech. Coordinators
- Ensures the security and accounts for all test materials
- Ensures standard test environments for students

DURING TESTING:

- Monitors test administration in classrooms
- Supports Test Administrators by answering questions
- Ensures security of test materials and/or login tickets between testing sessions
- Schedules and supervises make-up testing
- Maintains master list of students and their required accommodations

AFTER TESTING:

- Collects and inventories all test materials from test administrators after each session
- Applies student labels to booklets
- Completes online documentation
- Organizes secure materials by "Scorable" and "Non-Scorable" to prepare for return shipment

Njask Testing Coordinators Manual

Tao Wei



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