

## ELPA21 Test Administrator Checklist

### Activities PRIOR to Test Administration

- Communicate with ELPA21 School and Technology Coordinator(s) regarding technology, planning, and scheduling
- Review all available materials on the ELPA21 webpage (<http://k12.wa.us/ELPA21/default.aspx>), including the:
  - Test Administration Manual (TAM)
  - Guidelines on Tools, Supports, & Accommodations ([GTSA](#))
  - Training Modules
  - Professional Standards and Security Incident, and Reporting Guidelines ([PIRG](#))
  - Building plan for testing security (Chain of custody, line of communication, line of reporting)
- Ensure students take the Practice Test prior to the assessment. This is very important as it will allow your students to familiarize themselves with the online testing platform, the tools available in the system, and the types of items (questions) they will encounter in the ELPA21 Test. We recommend this be done at a minimum 3 school days prior to testing.
- Talk to your participating students about the tests so that they know what to expect and encourage them to do their best
- Verify with your technology director that all workstations are ready for ELPA21 testing (e.g., have the secure browser installed and the icon is available on all workstations)
- Ensure that all testing environments are set up for student testing prior to testing (physical layout, testing signs, headsets, etc.)
- Ensure that students are assigned to the correct online testing groups and that everyone has their usernames and passwords prior to testing (or available at testing)
- Ensure test tickets are kept secure and stored in a secure location between testing sessions
- Arrange to have access to a phone during testing to report any technical issues or other irregularities to the AIR Help Desk at 844.560.7366 or [wahelpdesk@air.org](mailto:wahelpdesk@air.org)

### Activities DURING Test Administration

- Post a “Testing: Do Not Disturb” sign on the door to prevent interruptions
- Ensure all students take the Practice Test before taking the ELPA21 Test. We recommend this be done days prior to testing, not just before.
- Distribute test tickets with usernames and passwords
- Follow the specific text in the TAM for administering the test

- Answer student questions according to the guidelines in the Accessibility and Accommodations Manual or [GTSA](#)
- Ensure students do not leave open test screens unattended at any time

**Activities AFTER Test Administration**

- Ensure all students have “submitted” (not paused) their tests when they finish
- Securely destroy all test tickets when ELPA21 testing is complete
- Notify the School Test Coordinator when all ELPA21 testing is completed