



# ILEARN Biology End-of-Course Assessment (ECA) Test Window Checklist

Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) must ensure that the following tasks are completed prior to participating in the operational assessment.

- CTCs must complete the Fall 2022 Pretest Workshop within the [Moodle Test Coordinator Corner](#) prior to the appropriate assessment window.
- Review internal course enrollment data to identify which students should participate in the ILEARN Biology ECA. Review the [participation guidance](#) for more information.
- Confirm that appropriate accommodations are correct in the [Test Information Distribution Engine \(TIDE\)](#) for students testing. Use the [TIDE User Guide](#) and [Accessibility and Accommodations Information for Statewide Assessments](#) for assistance.
- Conduct and complete all required training, including annual [Test Security and Integrity Training](#) for CTCs, STCs, and all school staff. Ensure staff have signed the [agreement](#).
- Ensure all Test Administrators (TAs) have completed the annual [TA Certification Course](#) and reviewed the [ILEARN Biology ECA Test Administrator's Manual \(TAM\)](#). TAs should administer the practice test to students at least once prior to testing using instructions in Appendix A of the [ILEARN Biology ECA TAM](#).
- Ensure that testing support staff have reviewed the [Indiana Assessments Policy Manual](#).
- Review and confirm that all deadlines found in the [ILEARN 2022-2023 Milestones](#) have been completed by school or corporation staff.
- Confirm that testing technology is up-to-date and meets [policy expectations](#) using Cambium Assessment, Inc.'s (CAI's) [Technology Guide](#) and [Assistive Technology Manual](#). Schools completing testing on new devices are encouraged to complete a [System's Readiness Test \(SRT\)](#) using the [script](#) prior to testing.

Contact the Indiana Department of Education's (IDOE's) [Office of Student Assessment](#) with questions regarding policy and participation and the [Indiana Assessment Help Desk](#) for technical guidance.