INDIANA DEPARTMENT *of* EDUCATION

IREAD-3
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 Spring 2023 Pretest Workshop within the Moodle Test Coordinator Corner prior to the IREAD-3 Spring 2023 assessment window.

- [ ] Review internal enrollment data to identify which students should participate in IREAD-3, including grade three students, grade two students for schools who opt in, and grade four and five students who have not achieved a passing score or received a Good Cause Exemption (GCE).* Refer to the IREAD-3 Test Administrator's Manual (TAM) for additional information.

- [ ] Confirm that appropriate accommodations and designated features are correct in the Test Information Distribution Engine (TIDE) for students testing. Ensure paper testing materials are ordered and received for students with those accommodations. Use the TIDE User Guide and Accessibility and Accommodations Information for Statewide Assessments for assistance.

- [ ] Test Administrators (TAs) must review non-embedded accommodations for grade two students prior to test administration. These accommodations will not be indicated in TIDE and must be managed locally.

- [ ] Develop a local testing schedule using guidance found in the IREAD-3 TAM.

- [ ] Conduct and complete all required training, including annual and refresher Test Security and Integrity Training for CTCs, STCs, and all school staff. Ensure staff have signed the agreement and reviewed the Indiana Assessments Policy Manual.

- [ ] Ensure all TAs have completed the annual TA Certification Course and reviewed the IREAD-3 TAM on the Indiana Assessment Portal.

- [ ] TAs must administer the practice test to students at least once prior to testing using instructions on page 29 of the IREAD-3 Test Administrator's Manual or the IREAD-3 Online Practice Test Scripts.

- [ ] Ensure that the Secure Segment 1 Script is provided for all TAs for administration of Segment 1 IREAD-3 testing. This will be sent to CTCs' TIDE secure inbox.

- [ ] 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.

*GCEs may only be granted after a student (grade three or above) participates in IREAD-3 and receives a valid scale score. Refer to IDOE's Processes and Considerations for Issuing a GCE for more information.

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.