



ILEARN 3-8

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 ILEARN 3-8 assessment window.
- ☐ 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.
- ☐ 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](#).
- ☐ Develop a testing schedule that adheres to the [ILEARN Scheduling and Timing Guidance](#).
- ☐ Ensure all Test Administrators (TAs) have completed the annual [TA Certification Course](#) and reviewed the ILEARN 3-8 Test Administrator's Manual on the [Indiana Assessment Portal](#).
- ☐ TAs must administer the practice test to students at least once prior to testing using instructions in Appendix A of the ILEARN 3-8 Test Administrator's Manual.
- ☐ Ensure that TAs and proctors have reviewed the [Indiana Assessments Policy Manual](#).
- ☐ Ensure that accommodated scripts are available to TAs at the time of testing. Accommodated scripts will be available in CTCs' TIDE secure inbox prior to testing.
- ☐ 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](#).

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.