Corporation Test Coordinators (CTCs) must complete the following tasks upon transitioning into their role. These steps will ensure that CTCs have access to the appropriate testing systems and receive pertinent communication from the Indiana Department of Education (IDOE).

☐ **Verify that your name and contact information are correct in the "Assessment">'Test Coordinator Contact' tab in DOE Online.**

- CTCs should use a secure school- or corporation-assigned email and password that is specific to the individual and not a shared account.

☐ **Verify that you have CTC-level access or designations for the following systems:**

- Moodle Test Coordinator Corner (View login instructions here.)
- ILEARN, IREAD-3, and I AM: Test Information Distribution Engine (TIDE).
- SAT: Confirm you have a College Board professional account and the Data Access Manager has assigned staff permissions for testing data, including assignment of a Services for Students with Disabilities (SSD) Coordinator in SSD Online. High schools will designate the SAT Test Coordinator later this fall.
- WIDA: WIDA Secure Portal and WIDA AMS.
- Administrator/data manager access in ISPROUT's KReady System if needed.

☐ **Review the 2023-2024 Indiana Assessments Policy Manual, 2023-2024 Accessibility and Accommodations Information for Statewide Assessments, and more resources on IDOE's Assessment webpage.**

☐ **Bookmark the Indiana Assessment Portal, WIDA Secure Portal, College Board's SAT School Day webpage, and the ISPROUT KReady System webpage on your browser.**

☐ **Verify that you receive assessment listservs via email on Mondays at 7:30 a.m. ET.**

- Listservs include the assessment topic and date (e.g., ILEARN Assessment Update).

☐ **Prepare for and administer IDOE and vendor trainings as they become available and announced in Monday's listservs. Ensure training is provided to any new staff.**

- Test security training, accommodations training, test administration training, etc.

☐ **Review the 2023-2024 Test Security & Integrity Training and New CTC Training in the Moodle Test Coordinator Corner.**

☐ **Optional: Join the monthly New CTC Reminders mailing list via this Jotform for monthly reminders regarding assessment deadlines.**