



# 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 for the 2023-2024 school year.

- CTCs must complete the High School Pretest Workshop within the [Moodle Test Coordinator Corner](#) by Friday, January 26.
- 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 and designated features are correct in the Test Information Distribution Engine (TIDE). Refer to the [TIDE User Guide](#) and [Accessibility and Accommodations Information for Statewide Assessments](#) for assistance.
- Review [changes to the ILEARN Biology ECA](#) for the 2023-2024 school year ([Test Blueprints](#) | [Item Specifications](#)).
- 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](#) and reviewed the [Indiana Assessments Policy Manual](#).
- Develop a testing schedule that adheres to scheduling and timing guidance; notify students, teachers, and families of scheduled testing.
- Review and distribute the [ILEARN Test Administrator's Manual \(TAM\)](#) to relevant staff.
- Ensure all Test Administrators (TAs) have completed the annual [TA Certification Course](#) and completed accommodations training, as needed.
- TAs must administer the practice test to students at least once prior to operational testing. Practice tests are administered via the [Test Delivery System \(TDS\)](#) using the practice test script ([English](#) | [Spanish](#)).
- Review and confirm that all deadlines/requirements found in the [ILEARN Milestones resource](#) 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 may complete the optional [System's Readiness Test \(SRT\)](#) as well.

