



## 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 for the 2023-2024 school year.

- CTCs must complete the Spring 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). Refer to the [TIDE User Guide](#) and [Accessibility and Accommodations Information for Statewide Assessments](#) for assistance.
- Review [changes to the ILEARN Science assessment](#) 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 grade-level [practice test script](#).
- 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 [Systems Readiness Test \(SRT\)](#) as well.

