



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

MSAA Test Security/Administration Checklists

LEA MSAA Coordinator Checklist	
	Attend Test Security Training at OSSE
	Attend trainings as OSSE that will support your effectiveness as an LEA MSAA Coordinator
	Create LEA-level policies and procedures for MSAA administration
	Provide test security training to School MSAA Coordinators
	Provide Test Security Notification Statement to School MSAA Coordinators
	Confirm MSAA accounts have been setup for School MSAA Coordinators
	Confirm student registration by the end of Jan. 2018
	Obtain school test security plans from School MSAA Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Obtain nonpublic test security plans from School MSAA Coordinators, review the plans, and submit them to OSSE for approval 15 business days prior to the first day of testing at the school
	Observe testing to ensure compliance with state and LEA test security policies
	Submit reports to OSSE if incidents or irregularities in testing arise
	Submit school and LEA Test Security Affidavits to OSSE



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School MSAA Coordinator Checklist	
	Attend Test Security Training presented by your LEA MSAA Coordinator
	Attend trainings as OSSE that will support your effectiveness as a School MSAA Coordinator
	Create a 2018 MSAA school test security file and maintain it for four years
	Confirm MSAA accounts have been setup for Test Administrators
	Create policies for the equitable assignment of MSAA accommodations and accessibility features
	Verify all participating students are listed on your roster in the MSAA System
	Submit a school test security plan to your LEA MSAA Coordinator
	Provide test security training to Test Administrators
	Provide Test Security Notification Statement to Test Administrators
	Ensure Test Administrators have completed modules and quizzes and are prepared to administer the MSAA assessment
	Send Assessment Notification Statement to families
	Observe testing to ensure compliance with state, LEA, and school test security policies
	Submit reports to LEA MSAA Coordinator and/or OSSE if incidents or irregularities in testing arise
	Close all testing sessions when student testing is complete
	Destroy testing tickets and student scratch paper in accordance with MSAA policies
	Return test booklets to MSAA in accordance with MSAA policies
	Submit school Test Security Affidavits to LEA MSAA Coordinator



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MSAA Technology Coordinator Checklist

	Attend Test Security Training presented by your LEA PARCC Coordinator
	Confirm school technology meets the requirements of the MSAA
	Provide technical support to School Test Coordinators during testing for all assessments

MSAA Special Education Coordinator Checklist

	Attend Test Security Training presented by your LEA PARCC Coordinator
	Attend Assigning Accommodations and Accessibility Features for Districtwide Assessments (recommended)
	Create policies for the equitable assignment of MSAA accommodations and accessibility features
	Verify MSAA accommodations and accessibility features have been accurately assigned
	Train Test Administrators who are administering accommodations and accessibility features
	Support Test Administrators and the School Test Coordinator during testing